**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | Deputy Director of Procurement | **Job ref no:** | **FIN 2012-25** |
| **Grade:** | 8 | **Department:** | **Finance** |
| **Accountable to:** | **CFO** | **Responsible for:** | **Central Procurement Function** |
| **PS created by/ or reviewed by:** | **Sam Horne** | **Date PS created/ reviewed:** | 30 June 2025 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| 1. Knowledge & Experience | Strong category knowledge in areas such as IT, Estates, Facilities Management and Professional Services.  Demonstrable expertise in procurement technologies and digital transformation initiatives.  10+ years of procurement leadership experience, with at least 5 years in a senior leadership role.  Professional qualification in procurement (MCIPS or equivalent)  A track record of successful programme and project management in relation to change delivery. | Degree in Business, Supply Chain Management, or related field; MBA or advanced degree preferred.  Knowledge of OJEU and Public Contracts Regulations 2015  Experience of working within a Higher Education environment (ideally with a clinical service provision). |
| 2.Teamwork and motivation | Demonstrated ability to lead change and foster a positive, inclusive team culture. | Formal leadership training |
| 3. Technical | Strong technical understanding of the end-to-end procurement process including strategic sourcing and standard sourcing methodologies  Extensive knowledge of sustainable procurement practices and delivery of supplier relationship management initiatives. | Contract drafting experience  Good knowledge of standard legal framework for contracts |
| 4. Communication | Can demonstrate exceptional interpersonal and communication skills, with the ability to influence and engage diverse stakeholders.  Ability to relate effectively to people in a variety of different scenarios.  Excellent negotiation and influencing skills. |  |
| 5. Planning and organising resources | Strong analytical skills, with experience using data to drive decisions and optimise processes.  Experience of developing and delivering a high-level strategic plan to capture value  Experience of successful management and control of complex/multifaceted budgets | Project management experience or qualifications  Formal Financial & Procurement training |
| 6. Leadership and management | Excellent people skills  Credibility and a strong sense of purpose and a clear mission  Proven success in transforming procurement functions, delivering measurable cost savings, and improving stakeholder satisfaction.  Experience of leading a team through change.  Experience of successfully influencing at Senior Exec/Board level.  Confident leadership and management in a changing environment. | Relevant leadership and/or senior management training.  A management qualification. |
| 7. Delivering Excellent Service | Proven track record of achieving stakeholder buy-in to procurement processes and guidance. |  |