

**PERSON SPECIFICATION:**

**Procurement Business Partner**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications**  | Chartered MCIPS  |  |
| **Experience**  | Thorough understanding of and track record of strategic procurementExtensive knowledge and experience of management of materials and supply chain contracts.Experience of managing procurement activities in a public sector or similar operating environment where the Public Contract Regulations 2015 and now Procurement Act 2023 apply.Experience of procurement of property repairs, maintenance, and servicing contracts.Experience of development of contract specification documents and tenders. | Detailed knowledge of building services contracts used during repairs, maintenance and servicing operations.Knowledge and experience in a housing association (or similar) sector. |
| **Knowledge, Competencies, Skills & Abilities** | Ability to manage suppliers strategically and operationally.The ability to effectively communicate with people at all levels on both a one to one and group basis.The ability to analyse data and achieve high levels of productivity, quality, and cost effectiveness.Highly numerate with excellent analytical, IT, communication, and people skills.A collaborator, with experience of delivering training and coaching to colleagues.Able to manage workload and competing priorities to meet business requirements and deadlines.Commitment to own personal development and take full advantage of training provided | An understanding of the Social Housing Sector and it's regulatory and political landscape. |

**Core Competencies:**

*Customer Focus:* Seeks out customers' input to better understand their needs; develops ideas for how to meet those needs. Follows up to ensure intended actions are accomplished and results are achieved.

*Communication*: Take steps to keep others informed about what they need to know. Approachable, personable, able to form positive relationships

*Critical thinking:* Challenge the way things are currently done and the way opportunities and problems are approached

*Flexible and adaptable*: Adopt a practical approach to achieve the required results

*Lead and manage:* Create, gain agreement for, and implement actions to achieve the business aims of Teign Housing

*Teamwork*: Work effectively with others and ensure team objectives are met