

PERSON SPECIFICATION

Job Title: IT Procurement Specialist	Post No:	Hoople Band: D
Service: IT Services	Section: Commercial Services	Location: Auxilium House / Hybrid
All candidates will be considered on their ability to meet the requirements of the person specification.		
	Essential Criteria	Method of Assessment*
Experience	- Ability to communicate with staff and colleagues at all levels on a range of procurement topics with authority and clarity. - Knowledge of the latest purchasing techniques and legislative changes as well as familiarity with online e-procurement systems and frameworks (e.g. CCS, ESPO, G-Cloud 14, etc.). - Experience of contract management and supplier/stakeholder engagement. - Experience of managing a tender process, from gathering specifications, market engagement, evaluation of supplier submissions, to contract drafting and signature. - Understand how to evaluate information and use that data to make reasoned recommendations. - Know how to manage the interaction between internal service requirements and contractor offerings and whether a compromise is the right choice, or not.	I
Skills and Abilities <i>Including personal attributes</i>	- Organised with strong administration skills, possessing the ability to work with team structures to meet business requirements. - Analytical with an ability to be innovative and have a drive to solve problems. - Good IT skills including a strong working knowledge of the Microsoft (M365) suite of applications along with other common systems such as ERP and ITSM Ticketing applications. - The ability to work effectively as part of a team, or, on occasion, on solo projects within the scope of the role. - Demonstrate a willingness to learn and get involved with work that may be outside your comfort zone. - Able to initiate and drive change and continuous improvement. - Ability to work under own initiative and occasionally under pressure, having a positive and proactive attitude, with the ability to work with minimal supervision.	I

	• Unafraid to ask for help if needed, should a piece of work require additional support, it's important to make sure this is flagged.		
Qualifications and Training <i>including professional qualifications</i>	• GCSE 4-9 (A*-C) or • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0 Willingness to undertake further training, as appropriate.	AF, I	
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	• Ability to travel to and from Hoople main office in Hereford	I	
Manager Signature:	<i>Z. Murray</i>	Date:	18.06.2026
Manager Name:	Zoe Murray	Job Title:	Commercial Manager

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Presentation Date Person Specification last reviewed: N/A