

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Finance & Procurement
<b>POST TITLE</b>	Procurement Coordinator
<b>POST NO</b>	505011
<b>GRADE</b>	11
<b>LOCATION</b>	FSHQ

**Essential criteria marked in bold with an asterisk\* will be used for short-listing purposes.** Please ensure you address these requirements in your application form (under the Experience and Other Information section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria' you will be required to provide a copy of your Certificates with your Application Form.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>Level 6 (or equivalent) in Purchasing &amp; Supply</b>	<b>Essential*</b>	<b>Application</b>
	HNC Business Studies (or equivalent) or significant experience in a relevant role.	Desirable	Application
<b>Knowledge/ Experience</b>	<b>Experience in high value procurement exercises and wider activities, working on own initiative and as part of a wider project team in the Public Sector*</b>	<b>Essential*</b>	<b>Application/ Selection</b>
	Significant knowledge and understanding of procurement rules and procedures in line with applicable legislation.	Essential	Application/ Selection
	Experience of integrated financial ledger systems	Essential	Selection
	Experience of managing a team.	Essential	Selection
	Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel	Essential	Application

<b>Personal Style</b>	Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
	<b>Ability to work in full compliance with organisational policy and legislative guidance, respecting sensitive information presented*</b>	<b>Essential*</b>	<b>Application/ Selection</b>
	Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations.	Essential	Selection
	Proactive in promoting change, and the ability to seek opportunities to promote improved organisational effectiveness.	Essential	Selection
<b>Intrapersonal</b>	<b>Ability to lead, involve and motivate others both internal to the Fire &amp; Rescue Service and external partners.*</b>	<b>Essential*</b>	<b>Application/ Selection</b>
	<b>Ability to communicate effectively both orally and in writing to a wide range of audiences*</b>	<b>Essential*</b>	<b>Application</b>
	Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness	Essential	Selection
<b>Task</b>	<b>Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.</b>	<b>Essential*</b>	<b>Application/ Selection</b>
	Ability to create and implement effective plans to deliver a range of organisational objectives.	Essential	Selection

