

Person Specification Electoral Services and Procurement Advisor Band 5

Criteria	Attributes	Method of Assessment
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> Working knowledge of Procurement policy and deployment in Local Government or similar 	Application, Interview
Experience	<p>Essential</p> <ul style="list-style-type: none"> Ability to provide accurate and timely advice regarding procurement policy and procedures to managers and officers Demonstrable experience of updating and maintaining systems Demonstrable experience of producing notices Delivering training / presentations to an audience Proven experience of using Microsoft Word packages including Work, Excel, PowerPoint Experience of gathering data from systems and services to identify future procurement plans and activities 	Application, Interview
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> Able to effectively and tactfully communicate with a wide range of people and organisations in a political environment. Self-starter who is driven and motivated Determined, positive, articulate and diplomatic Excellent communication and presentation skills (telephone, written and face-to-face) Excellent time management Ability to organise and prioritise workload and meet deadlines Attention to detail and problem solve Ability to work well as part of a small team and also on own initiative Able to respond to unexpected problems or situations at short notice and solutions focused 	Application, Interview

	<ul style="list-style-type: none"> • Commitment to personal development and continuous professional development. 	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Completion or working towards relevant professional qualification (CIPS - Chartered Institute of Procurement & Supply) or equivalent level of experience. 	Application, Documentary evidence
Other	<ul style="list-style-type: none"> • You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the service, as well as at any temporary location • The nature of the work means that there may be times when the postholder will be required to work outside of normal office hours, including evenings and weekends (Elections specific) 	Application, Interview

Date: April 2026