



Person Specification			
Post title	Purchasing and Brokering Officer	Grade / Salary	Pay Band F – £28,598 - £31,022

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience and understanding of social care needs of residents and appropriate care provision.	CV/SS, I
S2	Knowledge and ability to manage processes for effective purchasing arrangements with providers in liaison with commissioners and social care professionals.	CV/SS, I
S3	Knowledge of the Care Act 2014 and its implementation	CV/SS, I
S4	To have an understanding of the role of other agencies and skills to build relationships to the benefits of multi-agency working	CV/SS, I
S5	Ability to develop and maintain good working relationships with colleagues, service users and carers.	CV/SS, I
S6	Able to demonstrate good verbal and written communication skills.	CV/SS, I
S7	Experience and understanding of contractual agreements with providers and liaising with commissioning managers, contracting performance and payments services.	CV/SS, I
S8	A good understanding of the external market and the importance of the market oversight and quality assurance function.	CV/SS, I
S9	Ability to demonstrate excellent organisational skills and to prioritise and manage time effectively	CV/SS, I
S10	Experience of working in a domiciliary care provider setting, managing staff and rota allocations for care assistants.	CV/SS, I
S11	A high level of knowledge and ability to manage and maintain databases, ensure timeliness and accuracy of data management and extract pre-set reports appropriately as required with experience in the use of all Microsoft Office software.	CV/SS, I
S12	Ability to work flexibly	CV/SS, I

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Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people	CV/SS, I
P3	Ability to understand and demonstrate a commitment to equality and diversity	CV/SS, I
P4	Ability to demonstrate a commitment to own professional development and that of other colleagues	CV/SS, I
Communication		
C1	The Ability to communicate in a professional manner.	CV/SS, I
C2	The Ability to Communicate as part of a team.	CV/SS, I
Qualifications		
Q1	A relevant professional or academic qualification to NVQ4 or an equivalent level of proven experience relevant to the requirements of the post	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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