



Person Specification			
Post title	Purchasing and Brokering Officer	Grade	F / £28,598 to £31,022

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

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 understand 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 internal and external colleagues, providers .	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 Residential /Domiciliary care provider setting.	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	CV/SS, I

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	in the use of all Microsoft Office software.	
S12	Ability to work flexibly	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Ability to understand and demonstrate a commitment to equality and diversity	CV/SS, I
P3	Ability to demonstrate a commitment to own professional development and that of other colleagues	CV/SS, I
Communication		
C1	The ability to speak fluent English	I
C2	The Ability to communicate in a professional manner. 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**

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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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