



Person Specification			
Post title	Quality Contract Management Co-ordinator	Grade	Q

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	Knowledge of public sector procurement and contract management disciplines, including relevant statutory frameworks	CV/SS, I
S2	Extensive leadership and management experience in both formal and informal contexts	CV/SS, I
S3	Proven experience of working within a complex public sector environment	CV/SS, I
S4	Proven track record of the ability to challenge old methods and processes and to be creative and innovative in doing so, in order to secure improvement in practice and performance.	CV/SS, I
S5	Significant experience in the development, implementation and maintenance of standardised, quality assured procedures and practices.	CV/SS, I
S6	Excellent negotiating and influencing skills to bring about improvement and development across services, including: - the ability to challenge existing practices in a tactful and diplomatic manner. - the ability to work with key stakeholders to achieve corporate and shared objectives. - the ability to engage with and influence senior officers and elected members.	CV/SS, I
S7	Experience in designing and co-ordinating the delivery of appropriate training and development activity.	CV/SS, I
S8	Strong ability to work independently and flexibly, using own initiative, and to deal effectively with demanding competing priorities.	CV/SS, I
S9	Budget management experience	CV/SS, I

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S10	Knowledge and experience of implementing technological solutions to identified issues.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Excellent communication skills, both written and verbal, including reports/ briefings and presentations	CV/SS, I
Qualifications		
Q1	Degree, formal qualification or equivalent experience of working in a procurement/ contract management environment	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

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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