

**APEX HOUSING ASSOCIATION LIMITED
EMPLOYEE SPECIFICATION**

POSITION: Procurement Manager

DATE: November 2021

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	<p>Qualified to degree level or equivalent and a full member of a relevant construction/ procurement related institute (e.g. CIPS, RICS) with a minimum of 3 years' experience in a procurement related role</p> <p>OR</p> <p>5 years' (within the last 8 years) experience in a procurement role and be working towards full membership of a procurement related institute.</p>	
RELEVANT EXPERIENCE	<p>Ability to demonstrate by way of examples practical knowledge, experience & application of:</p> <ul style="list-style-type: none"> - NI Public Procurement Policy - The Public Contract Regulations - The EU Remedies Directive. <p>Previous experience of the following:</p> <ul style="list-style-type: none"> - Preparing & Managing Prequalification Questionnaires - Drafting Information Memorandums - Participation in an Evaluation Assessment Panel - Posting OJEU advertisements - Drafting/evaluating Mini Competition documentation 	<p>Procurement experience for a Social Housing provider.</p> <p>Procurement experience working within the public sector</p> <p>A working knowledge of the Housing Association Guide (with particular attention to the procurement section).</p> <p>A working knowledge of the NEC 3 and Framework Agreements</p> <p>Ability to demonstrate staff management experience in setting targets and monitoring performance outputs against these objectives.</p>
SPECIALIST KNOWLEDGE/ TRAINING	<p>A working knowledge of Microsoft Office and ability to demonstrate this by way of examples on application form.</p>	

SKILLS & ABILITIES	Leadership skills Negotiation skills Organisational skills Financial monitoring & reporting skills Ability to meet deadlines and to respond under pressure Report writing Project management Ability to work on own initiative Excellent interpersonal and team working skills. Excellent written and verbal communication skills Innovative and forward thinking Ability to analyse and solve problems	
CIRCUMSTANCES	Full current driving licence and access to a car.* Flexible re: hours of work. Able to attend evening meetings as and when required	

* This criteria will be waved in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements