

Tunbridge Wells Borough Council

Person Specification



POST TITLE: Contracts Officer

GRADE: Career Grade (D rising to F with qualifications and experience)

SERVICE: Finance, Procurement & Parking

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience of communicating with key stakeholders and positively influencing people</p> <p>Experience within a highly customer focussed environment</p>	<p>Working within a contract administration or contract management role in any industry</p> <p>Experience in the operations of a highly regulated department/industry</p>	Application and Interview
QUALIFICATIONS/ TRAINING	<p>University graduate, or vocationally qualified equivalent with a minimum of 2 years practical work experience within an office environment (e.g. administrator, personal assistant, internal sales co-ordinator) or a customer facing role (e.g. hospitality, retail or sales/customer services).</p> <p>Willing to learn and study for professional qualifications in both Contract Management and Project Management</p>	<p>Qualified contract management professional (IACCM for example), or project management professional (PRINCE2 or Agile for example)</p>	Certificates
KNOWLEDGE	<p>An understanding of contract management principles</p>	<p>Knowledge and understanding of Local Authorities and their processes.</p> <p>Knowledge of contract management methods and techniques</p>	Application and Interview
PRACTICAL & INTELLECTUAL	<p>Excellent IT skills, including the full Microsoft Office suite of applications.</p>	<p>Ability to manage upward and influence</p>	Application and Interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SKILLS	<p>Excellent problem solving skills, able to foresee issues and resolve them.</p> <p>Excellent interpersonal and communication skills, both written and verbal.</p> <p>Good influencing and persuading skills.</p> <p>Good attention to detail</p> <p>Excellent organisational skills, and the ability to prioritise & manage tasks</p>	at senior levels	
DISPOSITION/ ATTITUDE	<p>Trustworthy, proactive and positive with a 'can-do' attitude.</p> <p>Team player who can manage own workload.</p> <p>Must be willing to study for qualifications in Contract Management and Project Management</p>		Application and Interview
SPECIAL REQUIREMENTS	Must be prepared to travel to partner sites		