

**APEX HOUSING ASSOCIATION LIMITED
EMPLOYEE SPECIFICATION**

POSITION: Procurement Officer

DATE: June 2025

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	<p>Third level education or above in a relevant field such as construction, procurement, logistics & supply chain, business management . AND 1 years' relevant experience . procuring works and services in a regulated environment.</p> <p>OR</p> <p>3 years practical experience in a relevant job role (in the last 5 years) of procuring works and services in a regulated environment.</p>	Member of CIPS or working towards membership of CIPS.
RELEVANT EXPERIENCE	<p>Practical application of NI & UK public procurement legislation.</p> <p>A minimum of 1 years' technical experience to include the preparation of procurement tendering packs</p>	<p>Procurement experience for a Social Housing provider.</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 & JCT form of contracts and Framework Agreements</p> <p>Drafting/evaluating Mini Competition documentation</p> <p>Experience of evaluating tender returns</p>
SPECIALIST KNOWLEDGE/ TRAINING	<p>Strong working knowledge of Microsoft Office applications, demonstrated through practical examples.</p> <p>Understanding of contract management principles, public procurement law and best practices.</p>	Advanced knowledge of procurement software systems and benchmarking tools

SKILLS & ABILITIES	<p>Strong negotiation and organisation skills.</p> <p>Excellent project management & problem solving abilities.</p> <p>Ability to work under pressure, meet deadlines and manage complex procurement challenges</p> <p>Excellent written and verbal communication skills including report writing.</p> <p>Effective people skills and ability to work collaboratively within a team.</p>	Proficiency in financial monitoring & reporting.
CIRCUMSTANCES	<p>Full current driving licence and access to a car.*</p> <p>Flexible re: hours of work.</p> <p>Able to attend evening meetings as and when required</p>	

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