



Job Description			
Title	Department:	Post Ref	
Category Manager	Chief Executive		
Job Purpose To provide effective category management of all procurement activity across the County Council relating to the allocated category of expenditure, delivering recurring cost efficiencies, best value and continuous improvement.			
Key Responsibilities <ol style="list-style-type: none">1. Lead on the liaison with clients, using market intelligence and management information, to develop and implement category plans and strategies for categories of goods/works and/or services which use innovation and creativity to manage demand, deliver efficiency savings, service improvements and strategic procurement objectives.2. Work with stakeholders/commissioners to develop service specifications in preparation for the tender process3. Manage a team of procurement staff undertaking a wide range of projects and tasks delivering compliant and cost-effective procurement projects for the specified category.4. Undertake coaching, mentoring and performance management of direct reports5. A member of the leadership team of the Procurement Centre, contributing to the overall strategy of the department. Providing support to the Group Manager6. Identify cost effective ways to develop and improve procurement practice and use of resources across the Council by reviewing existing procurement practices and analysing financial, market and management information.7. Contribute to and implement the County Council's Procurement Strategy for both the specific category and more widely across the Council by:		Key Accountabilities <ol style="list-style-type: none">1. Successful delivery of results from Category Plans2. Management of a team of Senior Procurement Officers3. Planning of agreed target savings for the allocated category of expenditure4. For high quality advice and timely management information supplied5. Production of tender evaluation reports recommending award decision.	



<ul style="list-style-type: none">a. leading on the implementation of, and embedding, strategic sourcing and category management as key disciplines across all procurement activities and projects;b. Influencing the direction of procurement, normally within the specific procurement category and categories of direct reports, but sometimes on a wider basis, by representing the Procurement Group Manager on Regional and National procurement consultative working groups i.e. to foster increased collaboration and leverage purchasing power.c. Ensure that the broader economic, social and environmental outcomes are considered in all our procurement activity <p>8. Advise and lead on complex procurement processes as required and ensure that arrangements are commercially sound and represent the best interests of the County Council and customers and partners. Apply considerable professional judgement when leading on specific procurement activity and when advising senior managers, colleagues, staff and customers on the resolution of complex and strategic procurement issues, in accordance with procurement obligations / regulations.</p> <p>9. Contribute towards and develop contract management strategies, tools and techniques for use across the Council seeking to improve contractor performance and supplier relations to gain efficiency benefits.</p> <p>10. Influence the supply market to ensure that what suppliers have to offer and how it is delivered meet existing and changing business requirements and maintain up to date and detailed knowledge of market development in the specific procurement category.</p> <p>11. Identify opportunities for Supplier Relationship Development (SRD) and implement SRD as appropriate and agreed.</p> <p>12. Identify report on and interpret procurement management information and key performance indicators. Lead on the regular reporting of procurement activity and performance in specific categories.</p> <p>13. Take a lead role in the support of corporate and departmental cross-cutting projects outside of procurement as part of multi-disciplinary project teams to ensure that due regard is taken of commercial factors; the ability and capacity of the market; and</p>	
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<p>commercial risks, to meet the needs of commissioning plans, contract renewal plans and service designs.</p> <p>14. Undertake continued professional development to maintain a knowledge and awareness of current legislation, policy, practice and procedure in the post holder's field of work and to keep others informed as appropriate. Undertake sector specific research as appropriate.</p> <p>15. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.</p> <p>16. To liaise, communicate, negotiate and consult with senior managers and staff, Health Authorities, the Independent Sector, service providers and others and to contribute to the development of consultative mechanisms and partnership processes.</p>	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
Education and Knowledge	Personal skills and general competencies
<ol style="list-style-type: none">1. Specialist knowledge of public sector procurement law and contract law including EU regulations.2. Knowledge of public sector financial regulations and procedures.3. Good understanding of available public sector partnering frameworks for procurement.4. Comprehensive knowledge of public sector policy environment in terms of Best Value, Gateway Review processes, Council Procurement Rules etc. for example, sustainability.	<ol style="list-style-type: none">1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.3. Ability to make decisions and solve problems to meet operational targets, involving devising



5. Comprehensive knowledge of multiple markets in their portfolio and the ability to leverage that knowledge.
6. MCIPS membership or other relevant professional membership
7. Recognised graduate degree/NVQ equivalent, or with at least 5 years post-qualification commercial experience.
8. Knowledge of the principles and practice of:
 - effective people management;
 - excellent customer service;
 - appropriate risk management;

Experience

1. Experience of creating category plans based on an in-depth analysis of markets, prices and costs, technology innovation and suppliers.
2. Experience of planning and organising team work or co-ordinating complex activities
3. Track record of delivering savings and efficiencies across a diverse range of procurement projects.
4. Experience of working on strategic projects as part of cross functional teams.
5. Professional procurement experience, working at a senior level in a complex organisation with direct contact with senior managers.
6. Experience of working in a multi-agency and multi-disciplinary environment.
7. Experience of progressing project work to a conclusion through delivering change.

solutions and prioritising the resources available

4. Ability to meet agreed objectives and delivery targets by the effective use of resources.
5. Ability to analyse and interpret financial models e.g. P&L accounts and management ratios.

Leadership and Management Skills

1. Can demonstrate the abilities to drive the team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues.
2. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.
3. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues.
4. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.



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| 8. Experience of leading and managing complex projects with a record of successful implementation. | |
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Role Dimensions

1. Compliance with statutory requirements and the County Council's Constitution and Financial Regulations.
2. Responsible for a procurement portfolio ranging between £20m (ICT) through to £200m (Adult Social Care).
3. Personally responsible for achieving annual financial cashable savings to meet the Strategic Plan targets
4. Management of 1-3 procurement professionals
5. Ensure effective procurement arrangements are in place and fostering procurement collaboration with other public bodies.
6. Regular contact with senior staff in external organisations and suppliers
7. Access to/use of vehicle
8. May require CRB checks due to access to sensitive information

Organisation structure and role command

9. Line management responsibilities.
10. The post holder (highlighted in bold) is identified within the hierarchical structure as indicated on NCC SAP system:
 - a. Group Manager - Procurement
 - b. Category Manager**