CATEGORY LEAD

Role Profile

Title	Category Lead
Grade	GRADE I
Reference:	N746
Reports to:	Head of Procurement
Work style Definition	Office based hot–desk/touch down worker
Job Type:	Professional
Primary purpose of role	Lead the development and implementation of complex supply chain strategies to transform Council spend with third parties across high profile Categories to deliver ongoing value for money from Council expenditure, with responsibility for driving out sustainable savings. Brings in-depth market intelligence to influence annual spend across Categories in the region of £10+ million pounds to optimise competitive tension, leverage supplier relationships and deliver a complex portfolio of tendering activity. Frequent engagement with Senior Management and Members, supporting major projects from the Council's Capital Programme and Transformation initiatives.
Key accountabilities and key measures	**Role outcomes** ▪ Lead and manage a portfolio of procurement activity funded from both Capital and Revenue, including business case development, managing tenders through to award and contract implementation (30%) ▪ Leads on delivery of change within spend Categories and implements best practice, identifies and delivers savings, efficiencies and enhanced opportunities (20%) ▪ Manages, develops and supports Procurement Analyst(s) to achieve departmental and Council objectives (20%) ▪ Provides guidance and supports other departments by generating suitable options (and appraisals)	**Role measures** ▪ Develops and implements category plans to deliver strategic vision that maximise opportunities from the Council expenditure and contracts; ▪ Delivery of benefits realisation (financial and non-financial) as a result of procurement activity. Is able to evidence how value for money is consistently achieved ▪ Develops Category Managers and Junior members of the team to deliver compliant and value adding procurement activity ▪ Develops and implements category plans to deliver strategic vision that maximise opportunities from the Council expenditure and contracts ▪ Delivery of benefits realisation (financial and non-financial) as a

	to meet department's procurement needs (10%) ▪ Builds and maintains relationships to successfully manage cross-authority agreements (against Contract Service Level Agreements, KPIs) (10%) ▪ Develop partnership relationships with external organisations to leverage spend and exploit procurement synergies (10%)	result of procurement activity. Is able to evidence how value for money is consistently achieved ▪ Develops Category Managers and Junior members of the team to deliver compliant and value adding procurement activity
Key activities	▪ Responsible for Leading a Category Management approach to related spend activity for £10M+ of third party annually including business cases development, managing tenders, delivery of savings and contract management for a wide portfolio of Goods, Service and Works (30%) ▪ Develop and own Category plans related to Category area of responsibility. Maximising value for money from Capital and Revenue spend with third parties through the application of procurement best practice. Manages, coaches and develops Procurement Analyst(s), contributing to Category plan deliverables e.g. sustainable savings linked to Medium Term Financial Strategy and the wider Procurement Improvement Plan (20%) ▪ Researches, gathers and applies market intelligence to inform procurement activity which delivers best practice procurement service including supply chain innovation, evolving specification (10%) ▪ Establishes new, and maintains existing collaborative/partnerships working with other Authorities and Public sector organisations (5%) ▪ Proactively engages internal senior stakeholders and external stakeholders in the supply chain to ensure continuity of supply for a portfolio of contracts linked to the supply of Goods, Service and Works. Influences and advises senior management in the delivery of effective commissioning, sustainable procurement strategies and decision-making (15%) ▪ Assess and appraise procurement routes to market and makes recommendations to support complex programmes / projects to succeed in delivery and monitoring delivery of benefits realisation (10%) ▪ Undertake the required procurement activity to continually reduce the value of non-contract spend in the Council, including the application of robust Contract Management processes (10%) ▪ Carry out other duties appropriate to the grade of the post	
Essential qualifications/ knowledge	▪ Up to date professional procurement qualification e.g. MCIPS or actively studying towards MCIPS or equivalent recognised commercial qualification or extensive proven experience in a procurement / commercial setting (which would demonstrably satisfy MCIPS through a Management Entry Route);	

	▪ Experience in the application of Category Management core principles; ▪ Commercially astute with sound knowledge of the Public Sector financial landscape and market sectors related to a Category Management approach; ▪ Comprehensive knowledge of Public Procurement law, government policy, Public Contract Regulations (2015), contract management practice and procurement best practice; ▪ Applied knowledge of Contract Law; ▪ Awareness and understanding of financial reports and forecasts for the purposes of monitoring performance.
Desirable qualifications/ knowledge	▪ Procurement / Commissioning experience working with multiple partners within the public sector; ▪ Understanding of the challenges and opportunities within Local Government / Unitary Authority; ▪ Knowledge of emerging trends within defined spend Categories; ▪ Business / Law Degree or similar.
Essential experience	Leadership and change management ▪ Proven experience of delivering tangible and sustainable savings and track record of delivering efficiencies in a medium / large complex organisation; ▪ Proven experience and track record of delivering successful organisational change in a commercial setting; ▪ Proven experience and application of principles, tools and techniques related to successful procurement and category management; ▪ Experience of dealing with contractual matters on behalf of medium / large complex organisations, including owning the strategic relationship with Suppliers; ▪ Experience of change management and implementing service improvements. Commercial acumen, including influencing and negotiation ▪ Experience of procurement at an influential level in a medium / large complex organisation, ideally in a Public Sector setting; ▪ Extensive experience in purchasing, procurement and supply procedures and processes, including sourcing, tendering, evaluation techniques; ▪ Experience of managing a multi-million pound complex tender activity; ▪ Experience of negotiating on Goods, Services or Works contracts ▪ Experience of applying sound negotiation principles and approaches; ▪ Experience of delivering Service Improvements and Efficiencies; Stakeholder management, engagement and communication ▪ Experience of presenting complex information to a variety of audiences; ▪ Experience of managing others;

	▪ Experience of working in a matrix project management approach on commercial matters.
Desirable experience	▪ Experience of Lean systems; ▪ Experience of using JCT and NEC3/4 forms of Contract; ▪ Experience in the application of Category Management core principles to develop and deliver a robust Category Plan.
Essential skills	Leadership and change management ▪ Strong communication skills with the clear ability to influence and persuade key stakeholders; ▪ Ability to deliver clear, professional advice to senior managers and Members, whilst building and maintaining collaborative working relationships across functional teams; ▪ The ability to develop and deliver cultural and operational changes in a commercial setting; ▪ Excellent influencing and negotiating skills within a commercial setting; Commercial acumen, including influencing and negotiation ▪ Proven track record of delivering significant savings and efficiencies across a diverse range of procurement activities; ▪ Commercially astute with excellent analytical skill; ▪ Ability to interpret and analyse complex data and information; ▪ Analyse complex facts and situations and develop a range of options. Stakeholder management, engagement and communication ▪ Strong stakeholder management, facilitation collaborator and partnership-building, both developing and sustaining; ▪ Strong written, verbal and presentation skills; ▪ Application of eTendering system(s); ▪ Strong IT skills, including a working knowledge of Word, Excel and PowerPoint, and an ability to pick up new software and applications quickly.

Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.