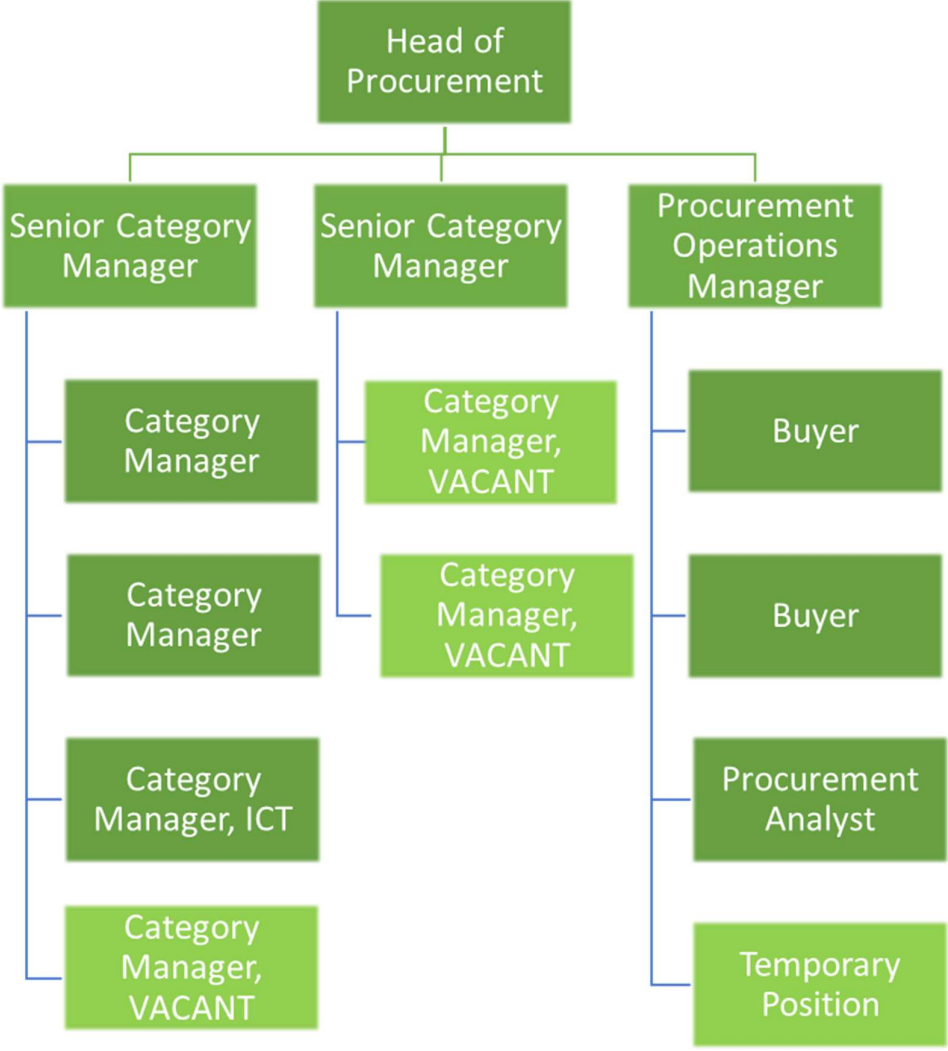


Job Description

Department:	Procurement
Division/Section:	Corporate Services
Job Title:	Category Manager
Post No:	
Grade:	
Reports to:	Senior Category Manager
<p>Organisation Chart: Show immediate manager and any jobs reporting to this post.</p>	 <pre> graph TD HOP[Head of Procurement] --> SCM1[Senior Category Manager] HOP --> SCM2[Senior Category Manager] HOP --> POM[Procurement Operations Manager] SCM1 --> CM1[Category Manager] SCM1 --> CM2[Category Manager] SCM1 --> CM3[Category Manager, ICT] SCM1 --> CM4[Category Manager, VACANT] SCM2 --> CM5[Category Manager, VACANT] SCM2 --> CM6[Category Manager, VACANT] POM --> B1[Buyer] POM --> B2[Buyer] POM --> PA[Procurement Analyst] POM --> TP[Temporary Position] </pre>

DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: N/A No. of indirect reports: N/A
Size of budget:	N/A
Job Purpose:	To provide a comprehensive compliant procurement service reporting to the Senior Category Manager and will provide management information and category knowledge across allocated categories and contribute to the development of best in class procurement capabilities to help drive value and compliance across the council. This position will work directly with internal stakeholders and external providers to manage activities that facilitate value for money and ongoing client support to deliver continuous cost savings, performance and process improvement for Procurement and the council. To deliver a wide range of procurements both strategic and tactical in nature across allocated categories.

Main Duties and Responsibilities:

	<ul style="list-style-type: none"> • Deliver compliant procurements in accordance with the Council's Contract Policy and Procedures and Public Contracts Regulations 2015 (and future legislation). • Provision of full end to end procurement process • Responsibility for procurement of contracts up to £500,000 • Subject matter expert in relation to categories managed • Manage and lead cross functional project teams • Supporting Senior Category Manger in developing and implementation of all category strategies that deliver financial and other performance targets such as service, supply chain and risk management. • Supports Category Manager in undertaking rigorous business requirements analysis and aligns category strategies at all levels with council priorities. • Provides detailed procurement advice and guidance demonstrating knowledge and understanding of the techniques that drive innovative sourcing solutions for allocated categories • Provision of stakeholder training in procurement process, Governance and Legislation • Demonstrates good IT and Presentation Skills • Where necessary support the Senior Category Manager by undertaking administrative tasks as required.
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To carry out all responsibilities with regard to the Council's Procurement Strategy and Contract Rules and Procedures.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and</p>

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	vulnerable adults and expects all staff and volunteers to share this commitment		
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.		
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.		
DATE:	19 January 2023	COMPLETED BY:	George Wallace