PETERBOROUGH CITY COUNCIL

Person Specification

JOB TITLE:	Category Manager	POST NO:	
GRADE:		DEPARTMENT:	Procurement
HOURS			
DIVISION:	Corporate Services	DIRECTOR:	Cecilie Booth
DATE:	19 January 2023	COMPLETED BY:	George Wallace

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	• Knowledge of Category Management processes and techniques **AI** • Detailed knowledge of the Procurement end to end process **AI** Knowledge of public procurement legislation (Public Contracts Regulations 2015 and successors) **AI**	• Working Knowledge of Power BI **AI**
SKILLS & ABILITIES	• Ability to manage and prioritise conflicting workloads to meet deadlines **AI** • Strong organisational skills with attention to detail. **AI** • Ability to interrogate and analyse allocated category data **AI** • Ability to engage and manage a range of project stakeholders **AI** • Team-orientated with a focus on supporting cross-categories where necessary **AI** • Innovative approach to problem solving **AI** • Excellent verbal and written communicator to a range of audiences **AI** • Ability to form and maintain positive client relationships **AI** • Ability to deliver value for money through procurement solutions **AI** • Provision of advice and guidance on end to end procurement processes. **AI** • Ability to raise and respond constructively to challenges **AI**	• Commercially orientated **AI** • Negotiation skills **AI** • Understanding of transformational systems and processes **AI** • Understanding of the procure to pay process **AI**

EXPERIENCE	• Experience in conducting full end to end procurement processes **AI**	• Public Sector procurement Experience **AI**
QUALIFICATIONS	• To be working towards fully qualified membership of CIPS, or minimum of 3 years procurement experience. **AI**	
PERSONAL CIRCUMSTANCES		
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. **AI**	
CUSTOMER CARE	Knowledge and understanding of effective customer care **AI**	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]