

Job Description

Job Title:	Category Manager
Directorate:	Strategy & Resources
Section:	Procurement & Commercial Services – Category Management
Responsible to:	Head of Procurement & Commercial Services
Responsible for:	One (1) direct report and additional reports on a project basis; Assistant Category Managers
	Assistant Category Managers to be aligned to category based on work profile and Council needs.
Grade:	Level 14

Job Purpose

To manage category management activity from source to contract that underpins the Council's objectives to transform Procurement & Commercial Services into a leading edge and professional organisation through becoming more *focused*, more *integrated*, more *disciplined through...*

- creating a centrally coordinated, highly effective procurement function with strong execution capability
- being highly credible through the delivery of substantial and sustainable savings,
- being an integral strategic partner with directorates / functions and supply chain partners, and
- being a sustainable capability that is a strategic advantage for the Council.

Key Duties / Responsibilities

Strategic Management

1. Lead agreed category management activity - People Services, Housing & Works, City Management or Corporate Services.
2. Manage Procurement Programmes and negotiate high value and high-risk contractual agreements relating to category.
3. To prioritise risks and issues and manage mitigations across the council.
4. To take ownership of category vision and deliver of Category Plans which underpin the sourcing strategies of the Council.
5. To gain a strong understanding of the Category both internally and externally
6. To develop supply market in support of the Council.
7. To engage with SME's and the local community in order to meet the Council's sustainable procurement policies (Responsible Procurement).

8. To contribute to the Council's vision and mission as encapsulated in the Council Strategy 2024-2027.
9. To significantly contribute to the delivery of the Council's Financial Strategy.

Performance

1. To manage performance against the Council's Procurement Strategy, Performance Objectives and key performance indicators.
2. To manage tendering process in compliance with the public contracting regime (Public Contracts Regulations 2015, Procurement Act 2023).
3. To draft tenders, scopes of work (specifications), commercial models and contract terms.
4. To be responsible for highlighting risk and issues and recording progress through periodic reporting.
5. To identify and promote value added services across the Council.
6. To deliver budget efficiencies and maximise use of Council's funds.
7. To procure and negotiate contractual agreements including pricing, service levels and contract terms & conditions.
8. To ensure the delivery of compliant procurements and contracts and be responsible for improving overall compliance statistics and addressing non-compliance.
9. To contribute to continuous improvement initiatives which lead to Procurement being recognised as Best in Class.
10. To promote commercial best practice through stakeholder and supplier relationships.
11. To manage commercial risk, quality, functionality, service, innovation and cost for the solutions developed (TCO) through driving commercial best practice.
12. To engage with Payment Services team to assure Central Buying Team activity is aligned with Category Strategies.
13. To deliver budget efficiencies and maximise use of Council funds.
14. To procure and negotiate high value contractual agreements.
15. To act as the procurement subject matter expert, and advise and support the senior management teams within the Council.
16. To deputise for the Head of Procurement & Commercial Services in relation to sourcing and contract management activity.

Resource Management

1. To support annual savings programme which addresses c£220m of spend under management control.
2. To promote commercial best practice through stakeholder and supplier relationships.
3. To promote commercial best practice through stakeholder and supplier relationships.

Communications

1. To establish excellent and effective working relationships and proactively engage with the relevant stakeholders to ensure strategic and operational needs are fully understood and incorporated in the Category strategies.
2. To lead and develop peers, direct reports and stakeholders.
3. To be an ambassador for the function within and beyond the Council.

Culture

1. To lead on the category management activity agreed with the Head of Procurement and Commercial Services.
2. To ensure that diversity is valued and managed within the service and that all policies relating to equality of opportunity in the recruitment, selection, supervision and management of staff and service delivery are observed.
3. To undertake any other duties commensurate with the grade of the post and as requested by the line manager and the flexibility to deal with emergencies as they arise.

Finance and staffing dimensions

Gross Revenue Budget: n/a

Capital Budget: n/a

Procurement Spend: up to c£220 million addressable spend under contract.

Staff: One (1) direct report and additional reports on a project basis; Assistant Category Managers

Person Specification

Job Title: Category Manager
Directorate: Strategy & Resources
Section: Procurement & Commercial Services – Category Management

Minimum essential requirements – evidenced by: **a:** application form **b:** test **c:** interview

Knowledge and Qualifications	a	b	c
MCIPS Level 6 membership (or equivalent)	✓		
Knowledge of Public Sector procurement regime including but not limited to Procurement Bill 2023 and legacy legislation as appropriate Public Contract Regulations 2015 and Concession Contracts Regulations 2016.	✓		✓

Experience	a	b	c
Experience of delivering multiple high value/risk procurement projects using Project Management techniques.	✓		✓
Experience of delivering commercial Change Management initiatives including process re-engineering.	✓		✓
Experience of analysis of financial and non financial information to identify commercial opportunities, and development of business cases in order to obtain approval.	✓		✓
Experience relating to designated area of spend and subject matter expert in respect of industry and market knowledge including networking experience across category sector.	✓		✓
Commercial experience with an understanding of Total Cost of Ownership and Demand Management approaches.	✓		✓
Experience of utilising multiple technology platforms in relation to finance, Procure to Pay and Source to Contract systems & processes.	✓		✓
Experience of negotiating contract and commercial terms including price, service levels and terms & conditions of contract.	✓		✓
Experience of contract drafting	✓		✓
Experience of managing a team.	✓		✓

Skills and Abilities	a	b	c
Delivery focus with an interest in recommending and promoting innovation.	✓		✓



City of
Stoke-on-Trent

Skills and Abilities	a	b	c
Able to understand customer needs and offer new ideas to challenge/influence the status quo in support of the business strategy.	✓		✓
Strong written and verbal communication skills appropriate for the effective performance of the role and to communicate with senior stakeholders.	✓		✓
Strong commercial skills and highly developed analytical skills.	✓		✓
Self-awareness, with a drive for constant self-improvement.	✓		✓
Ability to analyse both financial and non-financial information to identify commercial opportunities.	✓		✓
Ability to use technology such as e-sourcing; ERP systems (preferably SAP) and Microsoft packages.	✓		✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.			✓

Conditions of Service

Job Title: Category Manager
Directorate: Strategy and Resources
Section: Procurement & Commercial Services
Grade: Level 14
Salary: £48,474 - £51,515

Duration: This is a permanent post.

Working Hours: The normal standard working arrangements will be based on a 37 hour week, working over five days between normal office hours. However, there may be flexibility in these arrangements. For more information please refer to the Flexible Working Policy.

Annual Leave Entitlement: You will be entitled to 28 days annual leave rising to 33 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

Sickness Absence: This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

Pension Provisions: For occupational pension purposes you will have the choice of:-
a. Joining or continuing in the Local Government Pension Scheme.
b. Arranging your own personal pension provision approved by the Inland Revenue.

Business Mileage: If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

Notice Period: Your notice period will be dependent upon the grade of the post and your continuous service.

Probation Period: New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.



Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.