

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

<b>DEPARTMENT</b>	Finance	<b>POSTHOLDER</b>	
<b>SECTION</b>	Procurement	<b>GRADE</b>	PO7

**POST DESIGNATION (TITLE)** Category Manager

#### Purpose of Job:

To be responsible to the Category Lead for:

1. Providing excellent senior level commercial advice to support the Council to achieve it's corporate objectives.
2. Working in partnership with the relevant Department, acting as a key strategic adviser on complex procurement matters, managing procurement projects of high value, complexity and/or risk to the council and to guide and advise the relevant department(s) to achieve the twin objectives of value for money and social value.
3. Providing expert technical information, advice, guidance and challenge on all aspects of the procurement process to internal customers
4. Managing relationships with third party partners, and to ensure that any potential risks within procurements are effectively managed to safeguard successful delivery of outcomes.
5. Specialising (although not exclusively) on contracting activity within certain categories of spend or certain classes of contract activity so as to gain familiarity with certain service considerations
6. Contributing to Council-wide and service areas initiatives that will achieve and implement the corporate objectives.
7. Providing effective:
  - procurement programme and risk management
  - application of corporate procurement standards and controls
  - management of people, resources and operations as may be required for identified key procurement projects within the service areas.

Manages up to ..2.directly managed staff.

Manages up to ..6 indirectly managed consultancy/contracting staff.

## Main Duties:

1. To work alongside the Category Lead in the service area you are allocated to develop and implement category procurement strategies and develop and implement robust forward procurement plans, including setting targets which contributes to the delivery of the Medium Term Financial Strategy and other key Council policies
2. To provide expert strategic procurement and contract management advice to senior managers and officers across the Council.
3. To provide contractual advice and lead end-to-end procurement processes across the Council including complex and high value contracts, and acting the role of Category Manager as a key member of the project team.
4. To provide quality advice and guidance to internal customers on all aspects of the procurement process, supported by expert technical knowledge including relevant legislation and best practice.
5. To apply the tools and techniques of strategic sourcing to achieve business outcomes through sound market analysis, commercial acumen and strategy formulation, resulting in improved quality of services and/or financial savings and, in all cases, value for money.
6. To work closely with stakeholders to ensure procurement activity meets business needs, while providing objective advice and guidance, for instance in tender evaluation and moderation.
7. To manage multi-disciplined teams to achieve a common outcome and to provide guidance and supervision to Procurement Officers assigned to support projects.
8. Ensure procurement exercises are compliant with requirements such as with National Rules (Procurement Act and/or Provider Selection Regime) and the Social Value Act, plus additional wider Council objectives including Sustainability and Fair Tax.
10. To demonstrate and promote a culture of performance management of contracts to drive maximum value and social value benefits from contracts.
11. To develop and promote best practice in supplier relationship management to minimise potential risk to the Council for example a supplier failing to deliver a contract
12. To deliver workshops/training to internal customers as well as external suppliers to support compliance and promotion of the Council's procurement objectives.
13. To represent the Council at meetings with external contractors, consultants and partners and with other Local Authorities relating to any procurement and contract management matters.
14. To maintain professional peer networks, enabling benchmarking and bringing best practice to the Council.

15. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses
16. To ensure that both personal and functional activities fully comply with and promote the Council's Equalities, Diversity and Inclusion ambitions
17. To undertake any other work appropriate to the level and general nature of the post's duties.
18. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
19. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
20. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
21. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
22. This post does not require a DBS
23. To undertake supervision/management of staff as and when required.
24. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Category Lead  
(People Services or Place or Resources, as allocated)