

## Person Specification

<b>Job Title</b>	Category Manager
<b>Grade</b>	PO7
<b>Service/Section</b>	Procurement
<b>Directorate</b>	Finance/Legal

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist

<b>CRITERIA</b>	<b>ESSENTIAL / DESIRABLE</b>
<b>Knowledge and Experience</b>	
MCIPS qualified (or proven equivalent experience)	E
Detailed knowledge of all relevant public sector procurement legislation including the Public Contracts Regulations 2015, the Procurement Act 2023 and the NHS Provider Selection Regime 2023.	E
Awareness of the wider policy context for public procurement e.g. the Transparency Agenda, Social Value, London Living Wage, Modern Slavery, Fair Tax, equality & diversity and Community Wealth building.	E
Substantial public sector (preferably Local Government) procurement work history at a mid to senior level (Senior Procurement Officer equivalent or above)	E
<b>Skills And Abilities</b>	
Expert skills in procurement planning, control and approval procedures and strong knowledge of the market with regards to categories of supply within Local Government	E
Ability to manage staff, directly and through project and matrix working.	E
Organisational and planning skills at both strategic and operational levels combined with supplier management and stakeholder management capability.	E
Ability to plan, prioritise tasks for self, and others where required, including managing multidisciplined teams for procurement activities.	E
<b>Experience</b>	
Experience of providing staff and project leadership within a dynamic and changing environment.	E

<b>CRITERIA</b>	<b>ESSENTIAL / DESIRABLE</b>
Experience of managing procurements across various multidisciplinary teams	E
Experience of managing and supporting staff to ensure a culture of continuous improvement through performance, learning and development.	E
Experience of making difficult decisions through the analysis of relevant information and risk assessment	E
<b>Equal Opportunities</b>	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E