|  |  |
| --- | --- |
| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Specific Role Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | Category Manager | **Post No** | ST105 |
| **Directorate** | Resources | | |
| **Division** | Procurement | | |
| **Band and Salary** | Band E/F Career Grade  **Band E – £35,745 - £41,418**  **Band F – £42,403 - £48,474**  Incremental progression within each Band is subject to performance.  Recruitment at either Band is dependent upon demonstrably meeting the relevant essential criteria for that band during shortlisting, interview and assessment. Development to Band F after appointment is dependent upon demonstrably meeting the essential criteria and upon assessed performance in the role. | | |
| **Contract Type** | Fixed term contract (for a period of 12 months) | | |
| **Responsible to** | Strategic Category Manager | | |
| **Location** | Council House | | |
| **DBS Check** | Not Applicable | | |

|  |  |
| --- | --- |
| **Special Conditions** | None |

|  |
| --- |
| **Role Purpose** |
| The Category Manager sits within the well-respected Procurement department delivering strategic category management of expenditure. The post holder plays a key part in the development and delivery of the sourcing and supply strategy for the Council’s external spend. For their allocated categories, the post holder will also identify, lead and/or support collaboration opportunities with public sector partners in the region.  The Category Manager will be responsible for the delivery of the Council’s priorities and will apply procurement, commercial and contractual expertise and influencing skills to implement the strategy to deliver year on year savings and efficiencies. The post requires the development and implementation of innovative approaches to supply arrangements which enhance services provided to Solihull Metropolitan Borough residents whilst minimising costs and commercial risk.  The Category Manager will be responsible for leading on key procurement decisions that affect the strategic category spend areas, from responding to day-to-day queries and advice from key stakeholders within the organisation, through to having to formulate, lead and present a strategic vision of category procurement that meets the future long term needs of the organisation. |

|  |
| --- |
| **Role Responsibilities** |
| To ensure that savings and other procurement benefits and efficiencies are identified, planned and delivered in line with Procurement and Council strategies and expectations.  To identify and lead on specific procurement projects, tenders and contracts and take operational responsibility for the projects and tenders carried out by the Procurement department. This includes the management of all steps in the procurement process: user needs analysis; market research; sourcing activity; structure of tenders; market engagement; tender evaluation; negotiation; legal requirements; and contract finalisation.  To develop, manage, maintain and deliver a strategy for each nominated category, which meets the business objectives and delivers value for money outcomes. The category strategy will crucially direct future spend and investment decisions over a medium to long term timescale. This will include challenging previously unchallenged spend, non-coordinated spend activities, unplanned purchases or under-utilised contracts, which are likely to have a negative impact on efficiencies and value for money.  To maintain an on-going market awareness and assessment of spend across the category, risks, opportunities and controlling un-authorised spend.  To manage relevant procurement programmes to deliver the required outcomes of the category strategy, ensuring a current awareness of all forthcoming procurement activities (for both new procurement and re-tendering/renewals of existing contracts) with particular focus on expenditure likely to exceed £50k in value. To generally lead all procurement above Public Contracts Regulations threshold values.  To create procurement project plans and identify where corrective action is needed to ensure procurement issues are managed effectively throughout the procurement cycle, thereby delivering effective project outcomes and efficient working. This will include effective project management, change control management and, where possible, reducing procurement timescales and resources required.  To contribute to the development and preparation of category strategies, business cases and reports and present to the appropriate internal and external groups and committees.  To actively promote and communicate sound procurement principles across the organisation, ensuring that the contracts in these strategic categories deliver best value for money, operating within the Council’s procurement rules, public procurement legislation and schemes of delegation, and so enabling service managers to have access to contractual arrangements that address their needs with minimum administrative effort and at lowest overall cost.  To influence and develop strong relationships with service areas and public sector partners to deliver a strategic and coordinated approach to category management-based procurement activity.  To influence colleagues at all levels of seniority and members on the commercial and financial viability of differing sourcing options for specific projects including in-house, outsourcing, partnerships and collaboration, and framework arrangements. Some of these decisions may involve TUPE related considerations and be complex.  To provide support, influence, coaching and advice to help stakeholders develop strong business cases, better specifications, more robust evaluation criteria and performance management of let contracts. To include advice to other public bodies, SMEs and the Third Sector.  To ensure that all procurement activities include social value considerations and that a sustainable procurement approach is undertaken.  To influence, support and promote the regional procurement agenda including identifying and leading or participating in cross-authority project teams to maximise the cost benefit for Solihull MBC and the regional area.  To encourage strategic supplier relationships, ensuring that regular service performance reviews are undertaken and where applicable KPIs are in place and monitored.  To adhere to all necessary systems for the effective procurement of goods and services, including all related ORACLE modules, other e-procurement processes, and any purchasing card procedures in place, so as to assist in minimising transaction costs and ensuring the efficient flow of requirements through the appropriate supply chain.  To contribute to all developments in the procurement service not only for the post holder’s category of goods/services but also to the wider developments that make the procurement activity a key player in the strategic objectives of the Council as a whole.  Maintain records of documentation concerning contractual agreements and supplier communications within area of responsibility and in accordance with guidelines and legislation.  **Band F:**  To deputise for the Strategic Category Manager as instructed and appropriate and assist with any other related duty within the procurement function.  When working on more complex categories the post holder will need to demonstrate advanced theoretical, practical and procedural procurement knowledge.  Movement from Band E to Band F will be dependent on the post-holder being able to demonstrate that they meet the requirements of the role including specified essential and desirable criteria for Band E and the essential criteria for Band F. This will be assessed upon performance in the role and the personal development review framework (PDRF). |

**Section B: Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | CIPS professional qualifications or studying for or willing to study  **Band F:**  Degree or equivalent  CIPS professional qualifications or equivalent experience | Membership of professional bodies related to relevant categories. | Interview  Certificates |
| **Experience & Knowledge** | Commercial or procurement experience in a medium to large organisation in either the public, private or third sectors | Procurement practice at strategic level | Application Form |
| Developing and implementing negotiation strategies and techniques. |  | Application Form |
| Understanding of Programme and Project Management tools and techniques, governance approaches to programmes, risk management practice and successful stakeholder engagement techniques | A track record of successful change management, implementing and delivering new working policies and practices alongside significant cultural and structural change that deliver improved services for customers / service users in a more efficient way. | Application Form |
| Microsoft Office applications including Outlook, Word, Excel and PowerPoint. | Electronic procurement system experience. | Interview |
|  | Operating knowledge of Procurement Modules within the Oracle business suite or other accounting / financial system. | Interview |
|  | Knowledge of contract law | Application Form |
| **Band F:**  Demonstrate advanced theoretical, practical and procedural procurement knowledge and experience. |  | Application Form and interview |
| Competent knowledge and application of Public Contracts Regulations 2015. |  | Application Form and interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills & Abilities** | Ability to analyse, interpret and present complex information. |  | Interview and test |
| Ability to organise own workload and meet deadlines ensuring work commitments are met at all times. |  | Interview |
| Effective interpersonal and communication skills, able to deal with a wide range of customers, partners and stakeholders at all levels. |  | Application Form, interview and test |
| Be responsive, innovative and able to seek out opportunities to create effective change. |  | Application Form and interview |
| The post holder has responsibility for ensuring the accuracy of information contained on ICT systems that facilitate the procurement function in a secure and accountable manner. |  | Application Form and interview |
| **Band F:**  Planning and organisation skills |  | Interview |
| High level of persuasion and influencing skills |  | Interview |
| Strong negotiating skills (theory and application, including tactics) |  | Application Form and interview |

|  |  |  |
| --- | --- | --- |
| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential. | Interview |

|  |  |
| --- | --- |
| **Compiled/Reviewed by** | Magali Kerbrat |
| **Date** | September 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equal Opportunities**

Solihull Council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.