



Role Profile

CATEGORY MANAGER			
Reference No.	I404.01	Type	Individual
Service	Revenue and Commercial		
Job Family	Team Manager 3	Grade	FC10

Purpose
<p>Responsible for the strategic procurement of a specific group(s) of goods, services and/or works to ensure that cost savings are maximised through the use of best procurement practice and Best Value is demonstrated.</p> <p>The individual will be expected to drive the implementation and development of policy and procedures associated with their category of goods and services, ensuring consistency at all times and providing expert advice, as required.</p> <p>The role will play an important part in the development of the Council's Procurement function.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing and managing category strategies using in depth category and market knowledge ensuring value for money and complying with procedures and professional best practice.	<p>Experience, in procurement/ commissioning with a background in category management / strategic development of commodities / services</p> <p>Educated to SCQF level 9, which includes a Degree, CIPS qualification or equivalent procurement-related qualification or equivalent experience</p> <p>Experience in researching markets, understanding the drivers in a market and ways of influencing the market</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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Consulting widely with suppliers, customers and other stakeholders to design the optimal shape, size and style of supply and service framework contracts and procurement projects in order to best meet the needs of the Council.	Experience in specific commodity areas such as construction; facilities management; transportation; social care; IT and corporate activity (HR, professional services, training, agency staff)		✓
Managing a cross functional category team delivering best value and best procurement practice, for specific goods and services, through the negotiation and tendering procedures of the Council.	Public Procurement experience/training		✓
Managing tendering procedures, and awarding contracts in accordance with the requirements of the Councils' Standing Orders, EU, safety, equalities and other appropriate legislation.	<p>Commercial acumen including knowledge of contracting for goods, services and/or works</p> <p>Numerical skills</p> <p>Analytical skill</p> <p>Report writing skills</p> <p>Flexible to incorporate real needs but firm and challenging to manage demand effectively</p> <p>Project management skills (Deliver results - See 'How We Work Matters' Framework)</p> <p>Decision making skills (Take ownership)</p> <p>Experience of working with minimal supervision</p> <p>Knowledge of EU Procurement regulations</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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Building relationships with Services and working collaboratively with them whilst challenging their demands and specifications to ensure products / services procured are appropriate and meet Council objectives.	Interpersonal skills Communication skills (Focus on customers) Influencing skills	✓ ✓	✓
Supporting the Procurement Service Manager and the Head of Procurement with implementing specific purchasing policies.			
Working closely with the team of Category Managers to develop a Centre of Excellence/Expertise for Procurement across the Council and encouraging the adoption of best procurement practice.	Team building skills	✓	
Providing expert advice and supporting services regards any aspect of procurement activity – operational buying and strategic sourcing activities. This will include developments in new technologies, new products and changes in the market for the specified category(s) of goods/services/works.	Presentation skills (Embrace technology and information) Experience of delivering training	✓ ✓	
Ensuring category activities are aligned with the national plans for Scottish Public Sector procurement activity driven by Scotland Excel.	Experience of developing and maintaining effective partnership (Work together)	✓	
Building commercial relationships with identified strategic suppliers and engaging with them to help develop innovative solutions to meet the Council's needs.	Ability to provide a regular and effective service	✓	
Monitoring and managing suppliers assessing issues relating to quality, delivery times, responsiveness, in line with the Supplier Performance Management Process. Resolving any supply issues as appropriate.			
Managing a supplier development plan for the specific portfolio of goods and services - working with suppliers to optimise delivery, innovativeness and process efficiencies.			

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Resolving any breach of contract issues arising through performance failure, insolvency or natural disasters.			
Managing the development and ongoing maintenance of electronic catalogues for goods and services for the Council's eProcurement System.			
Tracking financial benefits generated for the specific category(s) in line with post-holder's responsibilities.			
Representing the Council at external procurement events/conferences as appropriate to the category and working as an 'ambassador' for the team, building relationships with partner organisations.			

The categories of spend which the Council currently manages can be found in the table below:

Commodity	Scope
Social Care	All external expenditure on goods/services for adults and older people, and children and families
Construction – Materials	All external expenditure on construction and transportation-related goods and materials. This includes materials for areas of expenditure such as electrical materials and equipment, timber, floor coverings, plumbing and gas, street lighting.
Construction – Projects	All external expenditure on services and works related to construction. This includes investment in both new housing and the maintenance of the existing housing stock as well as large-scale building and transportation-related construction projects.
Fleet, Plant and Hire; Environmental	All external expenditure on the purchase and hire of and subsequent maintenance on vehicles and plant. This includes areas of spend such as fuel, specialist pieces of heavy construction equipment, vehicle parts and associated tools and equipment. All external expenditure on Environmental Services and equipment
Transportation and Travel	All external expenditure on public transport such as the provision of coach hire, taxi and bus services

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ICT – Hardware, Telecommunications and Software; Utilities and Security	All external expenditure on IT hardware, software and telecoms. This includes all office and reprographics equipment, mobile devices, hardware maintenance and support and software maintenance and any associated consultancy All external expenditure on Utilities and Security		
Corporate/Facilities Management	All external expenditure on corporate and FM-related goods and services such as business and management consultancy, education-related services and goods, stationery, environmental services, occupational health equipment and services, HR-related services including temp and agency staff and training, promotion and agency services, etc.; catering equipment and utensils, food and beverages, cleaning materials and services, protective clothing and equipment; Portable Appliance testing, Legionella testing, furniture requirements.		
It should be noted that the scope of the work for each of the categories listed above is not exhaustive and may be subject to change.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology and Information
- Deliver Results