

Category Manager

Grade/Pay	£29.5k – 43k p.a.	Reports to	Senior Category Manager
Division/Directorate		Location	
Basis	Full time, permanent	Travel required?	Yes

Reporting Lines

Snr Cat Mgr → National Category Manager → Category Tower Director &
Business & Performance Manager → Managing Dir

Purpose

The Category Manager is responsible for the delivery of strategic procurement initiatives on a specific/allocated portfolio of sourcing categories in compliance with EU legislation, UK law and trust standing financial instructions. The post holder will be responsible for the efficient and effective delivery of procurement services, within a specific category, whilst maximizing value for money opportunities through process improvement and total cost of ownership modelling.

Budget responsibility		Unit revenue	
Geographic responsibility		Team size	

Main accountabilities

<ul style="list-style-type: none"> Work plan development and time scale setting for NHS Trusts 	<ul style="list-style-type: none"> Current contracts & opportunities
<ul style="list-style-type: none"> Full grasp of TOS commercials 	<ul style="list-style-type: none"> Link into rationalisation work - commercials and opportunity setting
<ul style="list-style-type: none"> Agreeing pricing and implementation for NHS Trusts 	<ul style="list-style-type: none"> Develop SLA's
<ul style="list-style-type: none"> Spend Efficiency Reports developed for Individual Trusts 	<ul style="list-style-type: none"> Regional supplier management
<ul style="list-style-type: none"> Proactive approach to conduct with NHS Trusts 	<ul style="list-style-type: none"> Regional work - STP's, Vanguard's etc.
<ul style="list-style-type: none"> Priority setting for which Trusts to target Benchmarking Review 	<ul style="list-style-type: none"> Setting regional priorities for work across all allocated NHS Trusts
<ul style="list-style-type: none"> Meet Trusts to develop projects around category expenditure with CEIM 	<ul style="list-style-type: none"> Tower regional work plan management
<ul style="list-style-type: none"> Introductory lead working with ICC 	

Finance & Projects

<ul style="list-style-type: none"> Management of approved capital budget for equipment 	<ul style="list-style-type: none"> Collect and report on information of category related expenditure
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People management

<ul style="list-style-type: none"> There are no direct line management responsibilities attached to the post, but the post holder will be expected to share knowledge and best practice within CPP and develop and maintain effective working relationships with colleagues at all levels
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Requirements for the role

Divisional experience	<ul style="list-style-type: none"> significant and extensive experience in a procurement and supply chain role
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JOB DESCRIPTION

Functional experience	<ul style="list-style-type: none"> record of achievement in securing substantial value for money from procurement thorough understanding of the Public contract Regulations 2015 able to advise and provide guidance of these within the NHS setting
Geographical experience	willingness to travel as required
Education/qualification	<ul style="list-style-type: none"> Advanced Diploma from the Chartered Institute of Purchasing and Supply (CIPS) or similar appropriate professional institute or relevant experience. Educated to Degree level Evidence of Continued Professional Development
Language	English (fluent)

Core competencies

Shaping direction	<ul style="list-style-type: none"> Provide technical, procurement and supplies advice
Driving high performance	<ul style="list-style-type: none"> Develop and implement qualitative and quantitative measures to determine performance against the category procurement strategy.
Developing others	<ul style="list-style-type: none"> Mentor and provide training for staff on procurement issues.
Developing self	<ul style="list-style-type: none"> Maintain professional status, participating in continuous development programme

Functional competencies

Procurement context	<ul style="list-style-type: none"> Providing specialist advice on EU procurement law.
Procurement process	<ul style="list-style-type: none"> Utilising eProcurement, eTendering and other information systems related to procurement.
Contracting management	<ul style="list-style-type: none"> Manage the tendering and award of contracts
Strategy & Vision	<ul style="list-style-type: none"> Devising, implementing, monitoring and reporting category strategy working within CPP's strategic objectives.
Stakeholder engagement	<ul style="list-style-type: none"> Develop and maintain an effective working relationship with internal and external stakeholder
Market awareness	<ul style="list-style-type: none"> Keeping abreast of developments in procurement and supply within the public sector Research a wide range of supply markets using this to develop and implement strategies for category procurement. Communicate and disseminate procurement policies to colleagues involved in selecting suppliers and service providers and in committing expenditure.
Commercial acumen	<ul style="list-style-type: none"> Advise on innovative procurement opportunities including devising category procurement strategies and programmes to maximise service benefits, limit risk and aggregate spend.
Category management	<ul style="list-style-type: none"> Research a wide range of supply markets to develop and implement strategies for category procurement.
Customer focus	<ul style="list-style-type: none"> Foster a highly professional and responsive client service approach and act as the main point of contact for the category, working closely with stakeholders across all functions.