

Senior Category Manager

Grade/Pay	£43k - 55k p.a	Reports to	National Category Manager
Division/Directorate		Location	Sheffield
Basis	Full time, permanent	Travel required?	Yes

Reporting Lines

National Category Manager → Category Tower Director & Business & Performance Manager → Managing Director

Purpose

The Senior Category Manager is at the centre of a network of key stakeholders, end users, suppliers and management functions and responsible for ensuring a strategic sourcing programme for defined categories.

- To manage a defined NHS market category and the associated product categories across a number of NHS trusts
- To actively lead and manage multiple programmes from tendering to contract award and ongoing relationship management
- Performance manage against programme targets and ensure best value for money
- To support the National Category Manager in the delivery of category plans (timescale, business revenue & margin, supplier management etc)
- Other duties within the general scope of the post and appropriate to the role may be required occasionally

Budget responsibility	£3m	Unit revenue	£250m
Geographic responsibility	North	Team size	3-4

Main accountabilities

<ul style="list-style-type: none"> • Deliver detailed resource plans and strategic sourcing programme 	<ul style="list-style-type: none"> • Manage supplier relationships to maximise savings and leverage
<ul style="list-style-type: none"> • Purchasing plans integrated within category management 	<ul style="list-style-type: none"> • Engage and influence key stakeholders
<ul style="list-style-type: none"> • Developing and managing procurement strategies for allocated categories 	<ul style="list-style-type: none"> • Ensure key links with national procurement
<ul style="list-style-type: none"> • Provide specialist advice on local and regional purchasing activities 	<ul style="list-style-type: none"> • Link/lead for customer interface
<ul style="list-style-type: none"> • Deliver cost and efficiency savings based on workplan and analysis of outcomes 	<ul style="list-style-type: none"> • Deliver and build procurement activities
<ul style="list-style-type: none"> • Support cost reduction of business targets and objectives 	<ul style="list-style-type: none"> • Develop and implement category action plans
<ul style="list-style-type: none"> • Manage stakeholder relationships 	<ul style="list-style-type: none"> • Demonstrate and promote organisational vision and values
<ul style="list-style-type: none"> • Ensure compliance across all contracts 	

Finance & Projects

<ul style="list-style-type: none"> Forecast sales, margins and savings plans to support business objectives 	<ul style="list-style-type: none"> Manage team costs within budget
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People management

<ul style="list-style-type: none"> Provide leadership to direct reports – coaching, mentoring and performance management 	<ul style="list-style-type: none"> Responsible for Health and Safety and security of the team
<ul style="list-style-type: none"> Support National Category Manager both strategically and operationally 	<ul style="list-style-type: none"> Support and demonstrate activities/behaviours to enhance professional expertise and organisational development
<ul style="list-style-type: none"> Manage multi-disciplinary project teams 	

Requirements for the role

Divisional experience	Min 3 years in commercial procurement environment
Functional experience	Experience of managing people (essential)
Geographical experience	Willingness to travel as required
Education/qualification	MCIPS achieved, or study in progress for relevant qualification, or breadth and depth of work experience equivalent to qualification
Language	English (fluent)

Core competencies

Customer focus	<ul style="list-style-type: none"> effective customer relationships high quality service and solutions
Shaping direction	<ul style="list-style-type: none"> understanding organisational strategy develop sustainable strategies to support investment
Driving high performance	<ul style="list-style-type: none"> establish clear and achievable objectives align resources to deliver objectives progress review and adjustment continuous improvement and innovation inspire results and respect through empowerment, accountability recognition and reward
Developing others	<ul style="list-style-type: none"> regular constructive feedback to team support team development and career opportunities inspire others
Developing self	<ul style="list-style-type: none"> clear sense of personal goals and values actively seek feedback develop new skills and/or modify behaviour based on feedback take personal responsibility for career and development



Functional competencies

Procurement context	<ul style="list-style-type: none"> comfortable applying OJEU principles to tendering activity full understanding of OJEU requirements comfortable working with standard operating procedures understanding of risks of non-compliance with associated regulations
Procurement process	<ul style="list-style-type: none"> excellent understanding of procurement processes application of this understanding to secure best value lead compliance to internal and legal frameworks for own and team activities ensure procurement activity contributes to sustainability agenda lead for procurement aspects in cross-functional activities experience in negotiating high value contracts external credibility and respect
Contracting management	<ul style="list-style-type: none"> recognise when contractor performance management is required and what action to take experience in negotiating contract improvements identify implication(s) of change and facilitate variation of the contract
Strategy & Vision	<ul style="list-style-type: none"> awareness of strategic issues and when to seek advice regarding strategic procurement draw up business cases and project plans and manage risk identify differing contracting strategies and recommend options experience of supplier management awareness of make or buy process
Stakeholder engagement	<ul style="list-style-type: none"> understanding of principles of strategic and non-strategic customer and supplier management recognise when to seek support
Market awareness	<ul style="list-style-type: none"> good knowledge of market and products apply procurement process in search of best value
Commercial acumen	<ul style="list-style-type: none"> strong knowledge of financial accounts to identify commercial soundness strong knowledge of cost bases to negotiate reduction identify when specialist advice needed applies life cycle cost techniques
Category management	<ul style="list-style-type: none"> understanding of market shaping and developing supplier capability aware of importance of data analysis, stakeholder requirements and category management tools and techniques understanding of relevance of legislation (inc Health & Safety, equality, government policies) to the category