



## **Job Profile**

### **Category Lead**

### **Grade L**

**Group: Corporate Services and Governance**  
**Service: Corporate Commissioning and Procurement**  
**Location: Civic Centre**  
**Line Manager: Corporate Procurement Manager**  
**Car User Status: Casual**  
**Date: March 2021**

#### **Job Purpose**

To lead a team of Procurement Officers to provide an effective, corporate, Commissioning and Procurement Service to the Council.

#### **The key roles of this post will include:**

- Implementing a category management approach to specific spend categories across the Council by planning and managing procurement activity and developing overarching category sourcing strategies for specific spend categories.
- Ensuring that all procurement and spend activity is undertaken in accordance with procurement legislation, the Council's Contract Procedure Rules, the Corporate Commissioning and Procurement Strategy, the Corporate Social Responsibility Pledge and various appropriate council policies.
- Leading colleagues from within the team and across the Council to support delivery of the Council's "Thrive" agenda by ensuring that all procurement activity delivers value for money, sets clear and measurable outcomes, maximises social value, incorporates community wealth building principles, maximises the value of the Gateshead £, minimises carbon emissions and has a positive impact on climate change.
- Ensuring that the team, through good category management processes and commercial rigour, develops expertise to shape and maximise the impact of spend within relevant category markets; builds relationships with key suppliers; supports place shaping; strengthens local communities and the local economy by working with colleagues from Economic Development to develop local suppliers, and to help remove barriers for SME and VSC participation in tendering; anticipates and responds to future trends; encourages innovation; reduces the Council's carbon footprint, identifies improved ways of working, and reduces overall Council expenditure.
- Taking ownership of the accuracy of council spend data and providing leadership and direction for focused analysis and interpretation, monitoring of spend, and ensuring that the category data is used to inform and support the Category Sourcing Strategy and wider Council activity.



- Using data from the spend analysis work, drive the identification and delivery of cashable and none cashable savings across all external spend to reduce overall Council expenditure.
- Leading the development of strategic and complex procurement projects and guiding procurement officers and other colleagues on the delivery of projects, ensuring that best practice is embedded, timescales and savings targets are met, contractor performance is managed, and outcomes are achieved.
- Developing a business partnering approach, providing and presenting legally compliant procurement advice, spend, market data and sourcing advice to the team, Service Directors, Group Management Teams, and other internal and external stakeholders colleagues to ensure that Council spend is better planned and appropriately resourced.
- Embedding a performance and contract management culture within the team and across the Council, maintaining good working relationships with officers of all levels to create shared ownership of procurement, social value and community wealth building outcomes, whilst at the same time challenging maverick spend and behaviour.
- Developing and delivering a variety of training on procurement and commissioning activities across the council and to partners as appropriate.
- Managing the day to day performance, supervision, and attendance management of team members and developing their capabilities, knowledge and professional competency. Leading by example, motivating and mentoring staff to ensure they are equipped with the knowledge and skills needed to successfully deliver their role.
- Ensuring Health and Safety responsibilities are carried out in accordance with the Councils/Service Health and Safety policies and procedures.
- Responsible for the induction, training and development of colleagues and acting as a mentor as necessary.
- Representing the service at meetings and groups as directed and deputising for the Corporate Procurement Manager or Service Director as required.
- Such other responsibilities allocated which are appropriate to the grade of the post.



## Knowledge, Experience & Qualifications

### Essential:

#### Knowledge

- Procurement legislation
- Category Management
- Commercial benefits realisation
- Supplier and market development and management
- Contract management and supplier relationship development
- Social Value legislation
- Maximising the Gateshead £
- Carbon reduction

#### Experience

- Developing expertise within a category area to understand markets and seek new opportunities
- Leading multi-functional cross-organisational teams
- Undertaking focused and accurate analysis of complex data and presenting to a variety of audiences
- Working with minimum supervision and able to manage competing priorities within a complex and varied workload
- Strong interpersonal skills, around:
  - leadership,
  - motivation,
  - communication
  - team working
  - relationship building
  - influencing and persuasion
  - constructively challenging
- Successful contract Management.
- Developing effective relationships with a variety of internal and external stakeholders
- Relevant IT, analytical and numeracy skills
- Developing and delivering outcomes
- Maximising commercial opportunities and developing new ways of working
- Understanding the impact procurement has on the local economy

#### Qualifications

To hold MCIPS, and/or CIPS level 6 Professional Diploma in Procurement and Supply or equivalent (or to be working towards level 6 Professional Diploma in Procurement and Supply)

The post holder will also be required to undertake an apprenticeship qualification in Management to level 5 (unless they already hold an equivalent qualification)

### Desirable:



## **Knowledge**

- Change Management
- Local Government financial context
- Commissioning
- Economic development and commissioning strategies
- Community wealth building
- How to minimise impacts on the environment to reduce climate change

## **Experience**

- Public Sector Experience
- Leading a complex category area to understand and develop markets and develop appropriate procurement solutions
- Using and improving procurement systems and processes and data analysis tools
- Delivering innovation
- Managing the resources and workload of a team
- Coaching and mentoring staff
- Engaging and supporting SME's, CVS and local supply chains
- Training and development of employees both within and external to the service

## **Qualifications**

- Business and or leadership qualifications



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences
<b>Developing Teams and Individuals</b>	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
<b>Managing Performance</b>	Effectively manages the performance of teams and individuals to ensure results are achieved
<b>Personal Impact</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
<b>Making things happen</b>	Empowers people to initiate change. Supports innovative ideas and new ways of working