

Job Description and Person Specification

Category Assistant

Job Details	
Grade	5
Service	Procurement Services
Location	One Friargate, Coventry, CV1 2GN
Job Evaluation Code	P1538D

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Support the development and delivery of category strategies. Undertake specific activities, contributing to the smooth running of Procurement Services to ensure efficiency and compliance with Council policies and legislation.</p>

Key Responsibilities and Accountabilities
Providing advice to service areas on compliance with legislative requirements, procurement governance process, Contract Procedure Rules, standard documentation and templates, helping with the completion of documentation where appropriate.
Using effective project management and assist senior colleagues on major contracts as required. (incl. recording of tender meetings)
Providing information and advice and guide service colleagues on procedures, policy and best practice as they relate to the procurement and category issues and respond to and deal with queries and enquiries from suppliers as necessary
Assisting service areas where required to undertake needs analysis, establish business requirements and provide support to identify potential gaps in the market, contributing to gap analyses using current performance against agreed, SLAs; KPIs and PIs
Undertaking research into market developments, trends and suppliers and maintain a detailed profile of suppliers/providers from tendering exercises and stakeholder feedback to identify trends that would support any future negotiations
Supporting the contract management process through the provision of performance and financial data of contractors and providers against existing contract requirements, supporting the category team to ensure services are delivered in line with the original contract requirements
Assisting in the collation and analysis of key performance and financial data to create a comprehensive spend analysis and support the Category Panel by providing a suite of reports relating to spend, contract analysis and provide conclusions that will support the decision-making process
Contributing to the development and review of Category Strategy and Plans by researching and collating information on spend, supplier and market data in order to secure better value and outcomes
Assisting in the preparation of all documents necessary for the tender process, including selection documents terms and conditions of contract service specifications / performance standards and tender evaluation and let some minor contracts
Taking responsibility for administration of Targeted Procurement Meetings
Supporting tendering processes (where instructed) by assisting in the review of tender submissions, summarise results compilation of the tender short list and in the evaluation of tenders by application of evaluation criteria
Working with service areas to keep the corporate contracts register up to date ensuring contract administration is completed incl. legislatively required notices, whilst maintaining a library of existing contracts within the category, ensuring they are kept up to date and highlighting contracts due for renewal to the Deputy Head of Procurement for work planning purposes
Supporting the category panel by assisting in the preparation and collation of information planning procurement and monitoring contracts compiling progress reports and updates as required identifying and monitoring of procurement related risks and issues
Supporting colleagues in the development of sub regional and collaborative working

Undertaking any other duties and responsibilities within the range of the salary grade

Key Relationships

External:	Other Local Authorities Other Government departments Suppliers External forums Regional and sub-regional working groups	Internal:	Finance Accounts Payable Legal Services Procurement Board/Panel Members Information Governance Digital Services
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Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	Understanding of Local Government procurement practice, procedures and processes, including the legislative framework for public sector procurement
Knowledge	Understanding of the procurement and contract management lifecycle
Knowledge	Understanding the importance of market research in procurement

Knowledge	Understanding or awareness of negotiation tactics and techniques
Knowledge	Understanding e-procurement tools and how they add value
Knowledge	Understanding of the importance of effective data management and analysis
Skills And Ability	Analysing data to support effective procurement decisions
Skills And Ability	Working to deadlines and prioritising workload
Skills And Ability	Presenting and report writing skills, communicating to a variety of audiences including ability to influence and persuade
Skills And Ability	Building effective relationships
Skills And Ability	Collating information on innovative and creative solutions in procurement
Experience	Working effectively in cross functional teams
Experience	Working with procurement tools and techniques
Experience	Supporting category related procurement strategies, delivering savings and efficiencies
Qualification	CIPS Level 4 (Diploma in Procurement & Supply) or willingness to work towards
Special Requirements	N/A

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? NO			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type? N/A			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Rob Amor		
Job Title:	Deputy Head of Procurement	Date:	21 July 2025