

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Category Manager
<b>Grade</b>	9
<b>Service</b>	Legal & Procurement Services
<b>Reports to</b>	Deputy Head of Procurement
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	P1536D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** 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:



## About the Service your team will provide

### Purpose of the role / Output

To deliver sound commercial management approaches and advice on the Procurement & Commissioning of services and to work on strategic procurement exercises to ensure value for money is optimised. Ensure compliance with the Council's Constitution, legislation and best practice in all Procurement activity.

To take ownership of subcategory areas and contribute to the development of overarching category strategies, identifying opportunities to drive costs down, improving efficiency and ensuring service buy-in. Work with service managers to identify and deliver priorities and achieve desired outcomes.

Contribute to the development and implementation of best practice Procurement & Commissioning policies, processes and supporting information systems, to deliver business benefits to the organisation and to mitigate business risk.

## Main Duties & Key Accountabilities

### Core Knowledge

- Lead on the letting of a portfolio of major contracts, developing procurement plans and ensuring that targeted outcomes are compatible with Category strategies.
- Assist the Service lead in the development of Category Strategies and support Strategic Category Panels and Procurement Board as required.
- Deputise for the Deputy Head of Procurement as required.
- Working closely with Service Heads and Managers contribute to the design development, maintenance and delivery of a commercially focused Category Strategies for designated groups of services and/or commodities which meet business objectives, including national, local and sub regional opportunities and deliver service and value for money outcomes.
- Ensure linkages are achieved between the needs of the service with the provision from the supply-chain in a strategic, centralised, coordinated and professional manner.
- Maintain an ongoing market awareness and assessment of spend across categories; assessing risks, opportunities and controlling un-authorised spends.
- Identify and deliver innovative category Procurement & Commissioning solutions, which provide benefits and result in both savings and process efficiencies across all contracts managed.
- Take commercial lead and operational responsibility for specific aspects of standard Procurement & Commissioning projects, in particular the structure of tenders; tender evaluation; negotiation; legal requirements; contract award and finalisation. Proactively mitigate and manage risk throughout.

- Provide support to Procurement & Commissioning projects of complexity or high strategic value.
- Provide support to services in the development and production of user needs analysis; market engagement; provide objective and robust value for money challenge mechanism to service departments to support their service delivery requirements and maximise their spend capacity by providing strategic procurement advice and guidance, ensuring that all appropriate market options and associated risks are considered in sourcing decisions.
- To oversee and co-ordinate the timely production and maintenance of all documents for each procurement process from instigation to award of contract, ensuring appropriate records are maintained for audit purposes and the contract details are in the corporate contracts register.
- Manage /undertake commercial negotiation on behalf of the service areas, to ensure commercially sound decisions are made when appointing contractors or providers, procurement related benefits are secured and the Council's commercial position is protected.
- Ensure Procurement & Commissioning activities undertaken are compliant with the Council's Rules for Contract, processes and procedures and European, national and local legal and regulatory requirements.
- Support, influence and provide coaching and advice to help colleagues develop strong business cases and specifications, robust evaluation criteria and performance management of let contracts.
- Develop and maintain strong and effective working relationships with service areas and external suppliers to deliver a strategic and coordinated approach to category management-based procurement activity and ensure service delivery requirements are met and work proactively to resolve problems.
- Develop and maintain management approaches or techniques that will measure and identify options for the continuous improvement in supplier performance or address failing performance.
- Maintain an overview of commercial markets undertaking strategic analyses of markets, supplier trends and capabilities to ensure that procurement is based on best practice intelligence and the category strategy reflects any changes.
- Liaise with other authorities and influence and promote regional procurement initiatives including identifying and leading or participating in opportunities for collaborative procurements to maximise the cost benefit for CCC and the regional area.
- Contribute to developments within the Procurement & Commissioning service and the wider developments that make the procurement activity a key player in the strategic objectives of the Council as a whole.
- Responsible for the financial integrity of those contracts entered into within specified strategic categories, and for minimising the financial risk to the Council in its contractual relationships.
- Ensure that all procurement activities include Corporate Social Responsibility considerations and that a sustainable procurement approach is undertaken.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Key external stakeholders will include, but are not limited to: Other Local Authorities Other Government departments Suppliers External forums Regional and sub-regional working groups	<b>Internal</b> Key internal stakeholders will be: ICT & Digital Finance Account Payable Legal Services Procurement Board/Panel members Information Governance
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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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

Job Evaluation Code	P1536D
<b>Knowledge</b>	
Theoretical, practical and procedural knowledge of procurement and commissioning processes and the strategic context for procurement and commissioning in relation to ICT & Digital.	
A good knowledge and understanding and application of current best practice in the policy and legislative framework relating to public sector commissioning and procurement, UK, EU Finance and Procurement Law, including the Public Contract Regulations.	
Maintains up to date knowledge of recent and potential future developments within the marketplace. Applies specialist market intelligence to bring new ideas and innovation to sourcing opportunities	
Understanding of the negotiation process and the best strategies, tactics and techniques for effective negotiation	
Understand financial data, budgets, suppliers cost bases and financial management including how to interpret and use financial evaluations and tools to deliver robust and sustainable procurement solutions	
Knowledge of how to use procurement power effectively to support corporate objectives with regard to social considerations in contracting	
<b>Skills and Abilities</b>	
Exercise strong and effective negotiating and influencing skills in a tough commercial environment	
Ability to understand, analyse and evaluate an operations environment including complex management and financial data, working with stakeholders to develop and implement strategic plans	
Good planning, organisation and project management skills with the ability to meet challenging deadlines and balance competing priorities successfully	
Ability to communicate effectively using all mediums, at all levels and to a variety of audiences	
Able to challenge existing practices whilst at the same time establishing effective working relationships with stakeholders at all levels	
Work with stakeholders and partners to find innovative and creative solutions	
Able to define business requirements for e procurement tools.	
<b>Experience</b>	

Significant procurement and commissioning experience in a large complex organisation including procurement planning; managing tender processes; formation of contracts; contract management and monitoring
Project management and leading cross functional teams in procurement and commissioning
Developing and implementing specific category related commissioning and procurement strategies
Delivering procurement solutions across a range of market sectors including a track record of delivering savings and efficiencies in procurement projects
Extensive experience of leading complex procurement contract negotiations developing, managing and maintaining effective contractor relationships
Procurement practice and techniques at both strategic and operational levels
<b>Qualifications</b>
Member CIPS or willingness to work towards
Graduate Diploma in Purchasing and supply
Evidence of continuing professional development
<b>Special Requirements</b>
N/A

<b>Date Created</b>	May 2023	<b>Date Reviewed</b>	May 2023
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