

Job Description and Person Specification

Role: Category Officer



Job Description

Job Title	Category Officer
Grade	7
Service	Legal & Procurement Services
Reports to	Deputy Head of Procurement
Location	Friargate
Job Evaluation Code	P1537D



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

To deliver innovative approaches to procurement, applying best practice principles including demand management and implementing new methods of delivery to achieve targeted procurement savings and best value in procurement within specific categories.

Support the procurement and commissioning process through the development and delivery of a category strategy by operating, managing or supporting specific Procurement & Commissioning exercises that deliver value for money (VfM), Social Value, comply with Council policy and legislation, generate savings and achieve desired service outcomes.

Main Duties & Key Accountabilities

Core Knowledge

- Lead on the letting of a portfolio of contracts, developing procurement plans and ensuring that targeted outcomes are compatible with Category Strategies.
- Provide advice and support to services as necessary to undertake category needs analysis, assist in the development of market supplier analysis applying spend and performance and research data as appropriate.
- To support operational areas to deliver options appraisals and business cases, which defines procurement and commissioning options available, taking into consideration national, local and sub regional opportunities and covers strategic fit, future demand, financial resource, organisational structure and performance/risk management proposals within agreed timescales.
- To present effective challenges to operational services in relation to the specified outcomes, needs, requirements and range of services/products and to highlight any potential reductions that could be deployed to deliver the same outcome or an acceptable outcome.
- Using market knowledge and key performance data, support services in developing and assessing gaps in market provision, advising on available options and approaches.
- Provide advice and support to services in designing and drawing up specifications for tender, advising in relation to the specific requirements within the procurement /commissioning contract.
- To manage the preparation and design of tenders, contracts, and lead on supplier negotiations working closely with services to ensure effective outcomes. Proactively mitigate and manage risk throughout.
- Prepare tender documentation and processes, evaluate, and analyse tender responses in accordance with policy guidelines and relevant regulations, ensure tender documentation is prepared including scope of services, evaluation criteria, specification and terms and conditions.
- Maintain documentation concerning contractual agreements and supplier communications within areas of responsibility and in accordance with guidelines and legislation.

- Provide professional expert advice to services on any aspect of new or existing commissioning or procurement processes, ensuring processes are conducted in line with organisational policy, EU directives, UK legislation and Council policy.
- Ensure that all procurement activities include Corporate Social Responsibility considerations and that a sustainable procurement approach is undertaken.
- Support in the development of existing markets and suppliers, assisting in identification of potential sources of supply and exploiting opportunities to maximise the effectiveness of the supply chain.
- To ensure that all contracts and projects are managed effectively and in compliance with agreed deadlines and performance indicators.
- Undertake reviews of contract performance within an agreed framework and to agreed timescales.
- Undertake negotiations with suppliers where improved or continued service delivery is critical to ensure the delivery of the Council's objectives or where dispute resolution procedures may need to be invoked.
- Lead on any contract management issues, supporting services and stakeholders to resolve and identify ways to improve efficiency and effectiveness whilst ensuring that operational relationships are maintained and improved within the supply chain.
- Contribute to analyses of markets supplier trends and capabilities within relevant industries to ensure that procurement is based on best practice intelligence, and consequently identifying key areas for cost saving.
- Contribute to the development of category strategies by researching local and national category management best practice and maintain an overview of relevant commercial developments.
- Assist in the financial analysis and review of category spend and contribute to the monitoring and management of data associated with category procurement and commissioning activity.
- Collaborate with others to ensure initiatives and shared knowledge is transferred between categories and that interdependencies between categories are identified.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External 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	Internal Key internal stakeholders will be: Finance Accounts Payable Legal Services Procurement Board/Panel Members Information Governance ICT
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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

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Knowledge	
Good knowledge of key principles and objectives that underpin professional strategic commissioning and procurement processes, including procurement developments and emerging best practice.	
A good knowledge and understanding of Local Government organisation and financial procedures including public procurement and commissioning policy and legislation; UK and EU Finance and Procurement Law	
Identifies the key factors within the current market which impact value for money and business need. Applies market intelligence to develop sourcing opportunity analysis. Consults with relevant colleagues to ensure market intelligence is shared and utilised across the category.	
Understanding and experience of the negotiation process, tactics and techniques.	
Understand financial data, budgets, suppliers, cost bases and financial management to support effective procurement and commissioning evaluations.	
Understanding the relevance of diversity sustainability environmental issues to commissioning and procurement activity.	
Skills and Abilities	
Effective negotiation and influencing skills with the ability to develop effective working relationships at all levels and manage demanding and sometimes difficult relationships with providers.	
Able to interrogate procurement management information, analyse and interpret key data to assess performance and to formulate ideas proposals and develop strategies.	
Good planning and organisation skills with the ability to work to exacting deadlines.	
Excellent presentation and report writing skills; able to communicate on a wide range of procurement matters to a variety of audiences.	
Able to build effective working relationships whilst challenging existing practices.	
Able to take a flexible and proactive approach to problem solving and find innovative and creative solutions.	
Able to determine when and how to use e-procurement.	
Experience	
Procurement experience in a complex organisation including procurement planning; managing tender processes; formation of contracts; contract management and monitoring.	
Project management and leading cross functional teams in procurement.	
Supporting and delivering category related commissioning and procurement strategies.	

Delivering procurement solutions including a track record of delivering savings and efficiencies in procurement projects.
Experience of leading procurement contract negotiations developing, managing and maintaining effective contractor relationships.
Application and effective use of procurement tools and techniques.
Qualifications
Member CIPS is desirable
Graduate Diploma in Procurement and supply or willing to work towards.
Evidence of continuing professional development.
Special Requirements
N/A

Date Created	July 2019	Date Reviewed	May 2024
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