

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Category Manager (People)	<b>Grade:</b> MG1
<b>Section:</b> Procurement	<b>Directorate:</b> Financial Services
<b>Responsible to following manager:</b> Head of Procurement	<b>Responsible for following staff:</b> Category Team of up to 4 Officers
<b>Post Number/s:</b> RWR0130	<b>Last review date:</b> May 2024

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

To provide support and assistance to the Head of Procurement to ensure compliant procurement processes and working practices are consistent with the requirements of the procurement code of practice / contract standing orders and the public contract regulations.

To work closely with commissioning colleagues within Social Care to develop a detailed work plan and associated sourcing programme and to ensure an equitable split of activity within the post holders directly managed category team.

To aid and support the development of strategic relationships with suppliers, delivering cost savings to the Council's and providing expert procurement advice and guidance.

## **Specific Duties and Responsibilities**

- Develop category based sourcing plan following a detailed analysis of spend, supplier volumes, market dynamics and transaction costs.
- Lead and participate in corporate procurement projects, deploying category expertise and commercial acumen and knowledge.
- Oversee the development of tender and quotes documentation, analysis and evaluation of tender responses to ensure compliance with the council's procurement code of practice.
- Develop and implement strategies to manage procurement risk, integrate council policies into procurement practice, and measure and analyse procurement spend and savings data.
- To ensure timely and accurate periodic information, reports and statistical returns as may be required by Officers, Members and external bodies such as the Cabinet Office.
- Support Commissioners to manage key strategic relationships with suppliers to promote a productive relationship which delivers the required services within the agreed framework.
- Develop and manage external relationships with other organisations which promote collaboration and the sharing of services.
- To support the implementation of significant new legislation and major procedural changes involving intensive application of professional and managerial skills.
- To develop and implement quality improvement initiatives within the post holders category and procurement more generally.
- To be responsible for the direct line management of a number of officers within their defined category to include, day to day line management including managing poor performance, progression within link grades, setting and monitoring annual performance targets, maintaining sickness absence records and application of policy.

## Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Additional Information

### Team structure

Head of Procurement				
Environment Category Manager	Corporate Category Manager	People Category Manager	Policy & Governance Officer	Transactional Procurement Team Leader
Assistant Category Manager	Assistant Category Manager	4 x Category Specialists	Social Value Monitoring Officer	4 x Transactional Procurement Officers
3 x Category Specialists	2 x Category Specialists			

## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge and experience of UK Procurement Law in practice	X		A/I
Knowledge of current best practice procurement as it relates to the public sector	X		A/I
Knowledge and experience of developing Procurement based category action plans	X		A/I
Experience	Essential	Desirable	Assessed
Substantial Procurement experience within a similar sized organisation.	X		A/I
Experience within a social care procurement category, although not essential		X	A/I

Experience of successfully leading or managing high-performing teams of staff.	X		A/I
Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting.	X		A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Able to analyse and interpret complex financial data	X		A/I
Able to establish and develop positive relationships both internally and externally to promote confidence and collaborative working	X		A/I
Able to display a good level of numeracy and literacy with strong attention to detail and be able to write formal reports, presentations and other documents in a clear and concise manner	X		A/I
Significant experience of using standard IT packages to an advanced level	X		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
MCIPS or relevant procurement experience within a public sector organisation at a similar level	X		A/I

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**