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## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Category Specialist Environment	<b>Grade:</b> PO3 to PO4 (link grade)
<b>Section:</b> Procurement	<b>Directorate:</b> Finance
<b>Responsible to:</b> Category Manager	<b>Responsible for:</b> N/a
<b>Post Number: RWR0131</b>	<b>Last review date:</b> April 2022

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

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 your development and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose:

To provide support and assistance to the Category Manager in the development of category and sub-category plans and strategies leading the defined category action plans covering all areas of spend within their assigned category.

To provide procurement expertise at all levels and at all stages of the procurement lifecycle including commissioning, tendering and contract management.



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### **Specific Duties and Responsibilities:**

- Assists in providing effective procurement support for the divisions and functions within the terms of reference of the post holders associated category.
- Support the Category Manager with the development and management of procurement action plans.
- Provide specialist support to ensure procurement exercises comply with the procurement code of practice, procurement strategy and public procurement regulations.
- Assists in the preparation of category action plans for the post holders associated category.
- Support the development of tender and quotes documents which are compliant with policy and regulatory requirements.
- Support the development of Excel based evaluation models appropriate to each procurement exercise as necessary, to lead on procurement exercises for commonly bought goods, works and services with the post holder's category.
- Assist with the identification and development of opportunities for collaboration / aggregation both internally and externally.
- Support negotiations with suppliers.

### **Additional Responsibilities for PO4 Level**

- Develop, lead, and deliver category and sub-category strategies and procurement projects within the overall category programme.
- Develop and deploy expertise within a particular category of spend to achieve best value procurement solutions and to ensure the council's best interests are protected and promoted.
- Lead on more complex procurement exercises for goods, works and services within the post holder's category.
- Develop collaboration strategies.
- Lead on negotiations with suppliers to ensure savings are achieved, value for money obtained and the council's overall interests are protected.



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## 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 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.

## Current 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			



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## Person Specification

<b>Job Title:</b> Category Specialist Environment	<b>Grade:</b> PO3 to PO4 (link grade)
<b>Section:</b> Procurement	<b>Directorate:</b> Resources
<b>Responsible to:</b> Category Manager	<b>Responsible for:</b> N/a
<b>Post Number:</b> RWR0131	<b>Last review date:</b> April 2022

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

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



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Knowledge of IT systems and current procurement advances, i.e. e-Procurement, marketplaces etc.	X		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Relevant procurement experience within a similar sized organisation.	X		A/I
Experience within a Corporate Services category		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>
Diploma Member of CIPS or currently studying towards Diploma Member status or relevant procurement experience within the public sector.	X		A/I/C

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**