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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Assistant Category Manager (Corporate Services)	Grade: PO5
Section: Procurement	Directorate: Resources
Responsible to following manager: Category Manager	Responsible for following staff: Nil
Post Number: RWR0910	Last review date: November 2023

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 Category Manager to ensure compliant procurement processes and working practices are consistent with the requirements of the Procurement Regulations, Officer Guide to Procurement and the Public Contract Regulations 2015, as amended.

To deputise for the Category Manager in their absence.



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To work closely with Commissioners to ensure timely scoping and procurement activity, including assisting Commissioners define appropriate Social Value measures and evaluation criteria appropriate to individual projects.

To develop and maintain an accurate contracts register and associated procurement work plans and overseeing spend in excess of £100m per annum on goods, works and services.

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:

- To develop, monitor and maintain a detailed and accurate register of all contracts associated with their assigned category team and an associated work plan of activity.
- Lead and participate in procurement projects associated with their category, 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 via the Councils ATAMIS procurement system.
- Develop and implement strategies to manage procurement risk, integrate council policies into procurement practice, and measure and analyse procurement spend and savings data.
- To support timely and accurate periodic information, reports and statistical returns as may be required by Officers, Members and external bodies such as the Cabinet Office.
- To support the Category Manager with key strategic relationships with suppliers to promote a productive relationship which delivers the required goods, works and/or services within the agreed framework.
- To support the development of 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.



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- To develop and implement quality improvement initiatives within the post holders category and procurement more generally.
- To deputise for the Category Manager in their absence or as required and willing to undertake any necessary training to advance their career into Management.

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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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			

Person Specification

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
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 an Environment / Construction 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
Willing and able to progress into a management position over time		X	
Skills	Essential	Desirable	Assessed
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
Qualifications	Essential	Desirable	Assessed
MCIPS or relevant procurement experience within a public sector organisation at a senior level	X		A/I/C



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A – Application form

I – Interview

T – Test

C - Certificate