



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Category Specialist - People	<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:</b> RWR0142	<b>Last review date:</b> January 2026

#### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

#### Job Purpose:

To provide support and assistance to the Category Manager in the development of category and sub-category plans and strategies leading to 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.

#### Specific Duties and Responsibilities:

- Assists in providing effective procurement support to Commissioners in Adults and Children's Social Care in preparing procurement strategies associated with seeking quotes and tenders, including Tollgate 1 reports for consideration via Commissioning and Procurement Boards, and to lead on subsequent procurement exercises.



- Support the development of tender and quotes documents which are compliant with policy and regulatory requirements based on existing templates.
- Provide specialist support to ensure procurement exercises comply with the Procurement Standing Orders, Officer Guide to Procurement code of practice, Responsible Procurement Strategy and the Procurement Act 2023.
- Support the development of Excel based evaluation models appropriate to each procurement exercise as necessary.
- Support the Category Manager with the development and management of procurement action plans.
- Support Commissioners with request for variations, modifications, contract default and novation of contracts.
- Assist with the identification and development of opportunities for collaboration / aggregation both internally and externally.
- Support negotiations with suppliers.
- Ensure all appropriate files are updated and maintained in a timely manner including details of new, extended or directly awarded contracts on the contracts register.

#### **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.

#### **Generic Duties and Responsibilities**



- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- 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.

**Current team structure**

Assistant Director - Procurement				
<b>Environment</b> Category Manager	<b>Corporate</b> Category Manager	<b>People</b> 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

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership 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.

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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 of IT systems and current procurement advances, i.e. e-Procurement, Frameworks 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 with Procurement of Social Care.		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**