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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Category Specialist - Environment	Grade: PO3 to PO4 (link grade)
Section: Procurement	Directorate: Finance
Responsible to: Category Manager	Responsible for: N/A
Post Number: TBC	Last review date: July 2026

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Better Service Partnership arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Better Service Partnership 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 Better Service Partnership 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 proactive support and assistance to the Category Manager in the development of category forward plans and associated Procurement Strategies to develop an effective pipeline of planned activity within the areas of spend within their assigned category. This is primarily construction, refurbishment, facilities management and area repairs.

To provide procurement expertise at all levels and at all stages of the procurement lifecycle including commissioning, appropriate routes to market and tendering. Noting that the tendering phase is undertaken by a specialist Transactional Team.



Specific Duties and Responsibilities:

- Assists in providing effective procurement support for the divisions and functions within Residents Services and other commissioning teams as required. That support would usually involve preparing for Procurement Board meetings and development of an effective and compliant invitation to tender pack, including robust evaluation criteria.
- Support the Category Manager, and core Commissioners with the development and management of procurement forward plans and looking to identify synergies within current contracts to consolidate existing contracts.
- Provide specialist support to ensure procurement exercises comply with internal Contract Standing Orders, Officer Guide to Procurement and the legislative Framework public sector procurement must operate.
- Support the development of tender and quotes documents which are compliant with policy and regulatory requirements whilst taking account of emerging best and innovated commissioning and procurement approaches.
- 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 within the post holder's category.
- Assist with the identification and development of opportunities for collaboration / aggregation both internally and externally.
- Support negotiations with suppliers as appropriate and necessary.
- Ensure procurement software is fully updated post contract award, and all CPT files are maintained within the stipulated file structure.

Additional Responsibilities for PO4 Level

- Develop, lead, and deliver category and sub-category strategies and forward plans 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. In particular, ensure the post holder is focused on new and emerging innovative solutions.



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- Lead on more complex procurement exercises for goods, works and services within the post holder's category.
 - Responsible and accountable for clear and concise notifications to both successful and unsuccessful bidders ensuring, as far as possible, full compliance with the Regulatory Framework to avoid the successful challenge to award decisions.
 - Lead on negotiations with suppliers to ensure savings are achieved, value for money obtained and the council's overall interests are protected.
 - Ensure all necessary Notices linked to Procurement Act 2023 are published as required during each phase of a procurement process.

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 BSP'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 Better Services Partnership will keep its structures under continual review and as a result the post holder should expect to perform any other reasonable duties within the overall function, commensurate with the level of the post.



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Current team structure

Assistant Director - Procurement				
Environment Category Manager	Corporate Category Manager	People Category Manager	Policy & Governance Officer	Transactional Procurement Team Leader
Assistant Category Manager	Assistant Category Manager	3 x Category Specialists	Social Value Monitoring Officer	4 x Transactional Procurement Officers
4 x Category Specialists 1 x Assistant Procurement Officer	2 x Category Specialists			



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Person Specification

Job Title: Category Specialist Environment	Grade: PO3 to PO4 (link grade)
Section: Procurement	Directorate: Resources
Responsible to: Category Manager	Responsible for: N/A
Post Number: TBC	Last review date: July 2026

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.

- **THINK BIGGER**
- **EMBRACE DIFFERENCE**
- **CONNECT BETTER**
- **LEAD BY EXAMPLE**
- **PUT PEOPLE FIRST**

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, marketplaces etc.	X		A/I
Experience	Essential	Desirable	Assessed
Relevant procurement experience within a similar sized organisation.	X		A/I
Experience within housing, leisure, highways, construction, facilities management and repairs and maintenance procurement.		X	A/I



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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
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
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