

Procurement Category Manager

Job Description

Position Pay Level: 8

Position Pay SCP: 36 - 41

Salary: £49,868 - £55,273 (Inclusive of Local Weighting Allowance per annum)

DBS requirement: Basic

Reports to: Head of Procurement

Main purpose of Job:

- To support the Head of Procurement, deliver the Council's Procurement Strategy
- Lead development of new contracts, including advising Executive Directors, senior management and departmental management teams on procurement and contract management matters whilst ensuring compliance with relevant legislation
- Support the organisation with best practice procurement through training, coaching, written guidance and use of procurement related systems

Main Accountabilities:

- **Strategy development**
Help shape the direction of the council to drive forward procurement agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges through better procurement and contract management, fostering a culture of continuous improvement.
- **Corporate leadership**
As a leader working as part of the distributed leadership network of the council, work together to drive forward and accept collective responsibility for a range of departmental and cross-cutting initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages our staff to recognise their contribution to the strategic objectives the council has set.
- **Service leadership and management**
Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

- **Resources / Financial management**

Ensure tight budgetary control and prioritise use of resources and assets to support the delivery of the council's corporate vision and help ensure that the council receives value for money from its procurement and contracts expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities where appropriate.

- **Partners and stakeholders**

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

- **Business change**

Lead, develop and ensure implementation and review of change management programmes to deliver continual improvement. Assist the Chief Executive and Executive Directors in developing a single council-wide corporate culture to engender a strong and shared approach to delivering services and provide better support for staff to deliver savings.

- **Compliance**

Ensure that all activities within the service comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

- **Equality and diversity**

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

Specific Responsibilities

- Lead departmental managers and teams to develop new procurement activity and contracts delivering clear service improvements and real cash savings;
- Lead departmental managers and teams on the assessment of current needs and expenditure, assessment of markets and early engagement with markets
- Maintain strong presence in external networks to identify collaborative procurements or innovative approaches.
- Advise senior managers on all procurement and contract management issues; build strong and positive relationships across the Council and champion a quality and performance related culture to ensure service delivery is effective and responds to

identified needs and the Council can deliver its key objectives.

- Ensure compliance with relevant legislation, particularly the Public Contracts Regulations, GDPR and Freedom of Information
- Support the organisation with best practice procurement through training, coaching, written guidance, and use of e-procurement and other procurement related systems.
- Develop commercial contract management and delivery of contract benefits throughout their term
- Develop and maintain a full awareness of current issues and challenges facing local government and of best procurement practice through research and networking and where appropriate incorporate changes to enhance and improve practices and procedures
- Identify opportunities for savings through procurement and provide expenditure analysis and reports using data from the finance system
- To undertake any other duties within the team commensurate to the post, as required, and to be rotated to other posts within the department as required in line with the business needs of the department.

Person Specification: Category Manager

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Demonstrable successful management experience in a large, complex, multi-service organisation, managing across technical or professional areas.	E	A/I
	Experience of leading and managing significant organisational change with evidence of achieving tangible benefits, including supporting the implementation of new organisational structures, systems and / or new and flexible ways of working.	E	A/I
	Experience of financial and budgetary management with the ability to formulate financial strategies that provide value for money and puts stakeholders at the centre of financial decisions.	E	A/I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	Proven track record of embracing digital approaches and new ways of working to achieve quantifiable efficiencies and improved ways of working.	E	A/I
Skills and abilities	Ability to meaningfully contribute to strategic decision-making, including making evidence-based decisions in a fast-paced environment.	E	A/I
	Strong level of digital literacy, including office software suites and flexible ways of working (e.g. video conferencing, remote working).	E	A/I
	Ability to plan and organise work to produce a high level of output to quality standards, and lead on longer term developments of the service.	E	A/I
	Ability to facilitate change and transformation, developing productive and collaborative ways of working with colleagues and stakeholders, leading and motivating others to achieve continuous improvement.	E	A/I
	Excellent written and oral communication, negotiating and influencing skills. Strong networking, advocacy and presentation skills to relate effectively to employees, managers, members, the public and stakeholders and command their respect, trust and confidence.	E	A/I
	Experience leading the delivery of large projects and/or programmes, demonstrating excellent project management skills and experience, managing performance to achieve required outcomes.	E	A/I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Knowledge and understanding	Understanding of the workings of local government including in-depth knowledge of major legislative and other matters facing local government in Directorate service areas, both at present and in the future.	E	A/I
	Good numeracy and budget monitoring skills to interpret and analyse complex performance and finance information.	E	A/I
	Demonstrates an awareness of the Values and behaviours expected from Slough Borough Council to promote a positive working environment and culture. Understands fairness and dignity and equality of opportunity at work and in service delivery.	E	A/I
	Understanding of Health and Safety legislation and good practice and how it relates to themselves and others in the workplace.	E	A/I
Qualifications	Management qualification - anticipated to be degree level + Post Graduate qualification (e.g. ILM7/MBA) – or vocational equivalent. CIPS qualifications at levels 4 or above or the Certificate in Public Procurement or equivalent experience	E	A/I
	Degree or equivalent experience	E	A/I
	Membership of a relevant chartered or professional body., the Chartered Institute of Procurement and Supply	D	A/I
	Demonstrable commitment to continuous professional development.	E	A/I