

**Job Description**

**Job Title:** Category Manager

**Salary Grade:** Grade 8/9

**SCP:** 37-41/43-47

**Job Family:** Organisational Support

**Job Profile:** OS 4/5

**Directorate:** Corporate Services

**Work Environment:** Office

**Reports to:** Senior Category Manager

**Number of Reports:** 0

**Purpose:**

To have responsibility for a work area or function, supervision of a team, and provision of specialist advice and guidance to the Council.

To provide a professional, customer-focused service for the procurement of goods and services for Sunderland City Council within a Category Management Framework. The aim is to achieve best value and cost effectiveness, with an emphasis on achieving cash releasing savings without impacting on quality. This role will be part of the professional category management teams within Corporate Procurement, working within a number of Categories and is responsible to a Senior Category Manager.

A key outcome will be to develop and implement innovative approaches to supply arrangements that minimise costs and commercial risk, and deliver cashable savings, whilst at the same time enhancing the services the council provides to the citizens of Sunderland.

**Key Responsibilities:**

To develop manage and implement the sourcing and supply procurement strategies for a range of category sped areas including indirect services and commodity goods. This will include market analysis, development and innovation to insure continual delivery of the council’s procurement cashable savings targets.

To provide an appropriate level of expertise and commercial knowledge within a category of spend to produce high quality professional category scoping reports and/or commercial options appraisals for consideration by the Council’s commissioners.

**Main Duties**

1. Undertakes professional category scoping exercises, including analysing historical and forecasted category expenditure in order to draft fit for purpose procurement strategies, clearly identify projects cash releasing savings and council efficiencies within their area of responsibility.
2. Explore, identify and implement innovative approaches to the delivery of complex procurements projects in order to enhance levels of service and minimise costs, ensuring compliance with the overall council strategy and seek to safeguard the council’s contractual and commercial risk.
3. Continually updates analyses of markets and supplier trends within relevant Categories. Conducts appropriate strategic and market analysis/evaluation to ensure that procurement is based on best practice ‘intelligence’. Uses the regional local authority procurement network and other public sector organisations to establish and manage appropriate procurement benchmarking.
4. Undertakes supplier mapping and market sounding exercises of key suppliers within the Category portfolio, determining their perceptions of the council as a means to develop effective supplier relationships.
5. Contributes to the development of appropriate NEPO contracts and evaluates both the commercial and business impact of commitment to such contracts within their areas of responsibility.
6. To regularly review contract compliance and contract leakage in allocated categories of spend, and develop appropriate action plans.
7. To ensure robust contract management is applied to contracts within areas of responsibility, including regular reviews with key suppliers.
8. Production of quarterly progress reports and final savings and efficiency reports on categories of spend under review to the Senior Category Manager.
9. Undertakes research on contract and procurement activity so as to maintain accurate and current information on pricing and commissioning activity in independent sector and other Local Authorities, within the Category Framework.
10. Work with the E-Business and Market Development Manager to ensure contacted suppliers and their associated e-catalogues are maintained to a high level of accuracy.
11. Responsible for managing procurement processes in line with the council’s procurement procedure rules, legislation, and corporate procurement policies and good practice.
12. Evidence benefits improvements, such as Social Value through proactive contract management activity.
13. The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policy, Code of Conduct and all other Council Policies.
14. The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.
15. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
16. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
17. The post holder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.