

**Job Description**

**Job Title:** Procurement Category Officer

**Salary Grade:** 6/8 (Progression rules apply)

**SCP:** 28 - 31 / 37 - 41

**Job Family:** Organisational Support

**Job Profile:** OS3/4

**Directorate:** Corporate Services

**Work Environment:** Civic Centre

**Reports to:** Senior Category Manager

**Number of Reports:** Nil

**Purpose:**

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 section of the Corporate Procurement Team, working within a number of Categories.

**Principle Responsibilities**

To support the Senior Category Manager and associated Category Managers to implement the sourcing and supply procurement strategies for a range of category spend areas including services and commodity goods. This will include:, Support the Senior Category Manager and associated Category Mangers to undertake professional category scoping exercises, including analysing historical and forecasted category expenditure in order to draft fit for purpose procurement strategies, clearly identifying projected cash releasing savings and council efficiencies.

**Main Duties and Responsibilities:**

1. Provide support to commissioners to ensure they use the quote process. Tasks may include:

* Advising commissioners on the use and application of the quotation documentation in accordance with the procurement standard operating procedures;
* Preparation of full quotation documentation packs including critiquing specification of requirements from the commissioner, establishing appropriate method statement questions, pricing schedules and terms and conditions;
* Conducting quotation processes on the e-quotation/tender system;
* Chair quotation evaluation panels;
* Advising commissioners of existing frameworks/contracts; and
* Advising commissioners of existing e-catalogues.

2. Deliver category scoping reports and associated savings reports on low risk contracts.

1. Identify and report similar, regular requirements to Category Managers.

4. Provide support to the Category Managers as and when instructed to do so by the Senior Category Manager, tasks may include:

* Tender Supplier Selection Questionnaire evaluations (full or partial depending on complexity);
* Tender evaluations (full or partial depending on complexity);
* Preparation and delivery of letters;
* Preparation of the full range of tender documentation (full or partial depending on complexity);
* Uploading of tenders onto the e-tender system; and
* Preparing e-catalogues for upload.

5. Contract management for existing contracts/frameworks allocated by the Senior Category Manager, tasks may include:

* Analysing procurement reports to minimise contract leakage and maverick expenditure within a number of categories of spend.
* Analyse e-catalogue expenditure and validate catalogues to ensure they represent value for money and ensure timely amendments are advised to the E-Business team.
* Regularly review contract performance, compliance and contract leakage in allocated categories of spend, and develop appropriate action plans in conjunction with the appropriate category manager.
* Identify areas of potential savings or opportunities in allocated categories of spend and report back to Senior Category Managers or Category Managers.

6. To maintain an accurate working knowledge of relevant procurement legislation, and emerging government agendas in order to provide professional advice as required.

Other Duties

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council .

Comply with the principles and requirements of the Freedom of Information Act 2000

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.