

JOB DESCRIPTION

JOB TITLE:	Category Specialist
GRADE:	Band 12 (SCP37-40) (2019/20 £39,782 - £42,683)
BASE:	Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF
MANAGED BY:	Procurement Manager or Commercial Manager
TERM:	Multiple roles. Minimum of 1FTE and 1 Fixed Term to 31 st March 2020

Join our Team

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and a range of nationwide Associate Members.

Our vision is to achieve benefits through collaborative procurement. This means that we are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 300 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of £210M, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

NEPO is a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector.

NEPO employees benefit from:

- ✓ Flexible working
- ✓ Access to technology that enables agile working
- ✓ Continuing professional development, including training opportunities
- ✓ Annual leave ranging from 25 to 30 days (depending on length of service), plus public holidays
- ✓ Eligibility to join the Local Government Pension Scheme
- ✓ Child Care Vouchers
- ✓ Offices based in the heart of Newcastle's Quayside with great links by public transport and road

The Role

The successful postholder will lead and manage procurement activity for major spend categories or group of categories for the public sector in the North East region and nationally working flexibly and innovatively across the Collaborative Procurement Work Programme.

The successful postholder will support the delivery of the Collaborative Procurement Strategy whilst continuously driving performance across the organisation.

The successful postholder will explore and maximise commercial opportunities available across all Collaborative Procurement activities.

The successful postholder will provide specialist professional procurement guidance and support across a portfolio of category areas (Goods, Services, Works) to NEPO and its Members Authorities.

At point of advert, the FTE role will focus on delivery of NEPRO. NEPRO is our faster, compliant alternative to traditional public sector frameworks for specialist professional services and consultancy. More information on NEPRO can be found at <https://nepro.org.uk/> In time, Category Specialists may work on other Categories.

At point of advert, the Fixed Term role will be based across Fleet and/or FM. In time, Category Specialists may work on other Categories.

The successful postholder(s) will be responsible for the strategic leadership of a nominated category/categories including the management of workload and resources and the delivery of successful objectives.

NEPO Categories include:

Construction, Energy, Fleet, Facilities Management, ICT, Professional Services.

Important dates

The deadline for applications is **23:00 on 13th March 2019**

Interviews will be held on 28th March 2019

NEPO may use additional second stage interviews and/or personality questionnaires as required.

Apply

Applications will **only** be accepted via <https://www.northeastjobs.org.uk/> For an informal discussion about the post, please contact Steven Sinclair on 07980389576.

No recruitment agencies please.

For further information about NEPO and its work, please visit our website at www.nepo.org.

ENDS