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

1. SUMMARY OF POST

a. To 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.

b. To support the delivery of the Collaborative Procurement Strategy whilst continuously driving performance across the organisation.

c. To explore and maximise commercial opportunities available across all Collaborative Procurement activities.

d. Provide specialist professional procurement guidance and support across a portfolio of category areas (Goods, Services, Works) to NEPO and its members.

e. To be responsible for the strategic leadership of the Category including the management of workload and resources and the delivery of successful objectives.

2. JOB PURPOSE

The key duties of this post will include:

Procurement and Contract Management

2.1 To plan and manage the activity within the Category in line with procurement legislation, NEPO's procedure rules and internal processes. Ensuring that best practice is embedded, timescales are met, and successful outcomes are achieved. Work with colleagues to maximise the

impact of the category through effective system usage and organisational communications.

2.2 To lead the development of strategic and complex procurement projects and guide procurement officers on delivery of projects within the category. To provide expert, legally compliant procurement advice to the team and external stakeholders.

2.3 Ensure Solutions are designed to meet the requirements of end users, incorporate clear and measurable outcomes, provide value for money, include commercial rigour, and are sufficiently flexible to provide for the future.

2.4 To ensure procurement documentation is produced using NEPO's standardised templates, within agreed timescales, to the expected quality, and are approved in line with NEPO's Governance requirements.

2.5 To develop expertise in relevant markets and build relationships with key suppliers to anticipate and respond to future trends. Actively encourage innovation, new markets, more effective ways of working and seek new opportunities for collaboration.

2.6 To provide leadership for contract management activity within the Category to ensure that outcomes are delivered, and solutions continually meet the needs of Member Authorities and Associate Members. Ensuring that the standardised regional approach to contract management is adhered to, associated risks are managed and value for money is achieved. Lead strategic and/or problematic supplier reviews.

2.7 Engage and support local SMEs and supply chains to promote the benefits of working with NEPO and public-sector organisations. To encourage local suppliers to bid for Collaborative opportunities, where appropriate removing barriers to their participation. Work with NEPO colleagues to ensure the NEPO Business Club maximises impact across the category.

2.8 Social Value is embedded across all procurement activity in line with NEPO's policies and practices. Innovative methods to deliver Social Value are considered and tangible benefits and outcomes are secured which are monitored through contract management.

2.9 Take ownership of organisational category data and provide leadership and direction for focused analysis and interpretation, to ensure the accuracy of the information which is published. Use this category data to inform and support wider business activity.

Commercial and Growth

2.10 To explore and maximise commercial opportunities available across all collaborative procurement activity. To implement new solutions that will enhance the category and deliver commercial benefits.

2.11 To proactively seek to increase usage and solution spend for Member Authorities and Associate Members to deliver the maximum benefits, whilst keeping the user's needs at the forefront of decisions within the Category.

Personal Disposition and Management

2.12 To be responsible for the day to day performance management, supervision, and attendance management of staff. Leading by example, motivate and mentor staff to ensure that they are equipped with the knowledge and skills needed to successfully deliver their role.

2.13 To use the performance management framework to drive improvements in both organisational and category performance. Ensure accurate category performance data is submitted within agreed timescales.

2.14 As a member of the Management Team, demonstrate high professional standards, represent NEPO in a positive and professional manner and contribute to the continuous progress and development of NEPO.

2.15 To build a broad and professional network at a regional and national level, to increase the influence that can be exerted on matters that concern NEPO and Member Authorities. Ensure that the region speaks with one cohesive voice and remains at the forefront of local and national agendas.

2.16 Using persuasion and influencing skills, work with stakeholders from multiple organisations with different priorities and practice, to remove barriers, resolve conflict and reach a consensus on collaborative outcomes.

2.17 To write clear and complete communications, adapting to a wide range of audiences, to seek advice, scrutiny and strategic direction from the entire NEPO governance structure as appropriate.

2.18 Ensure that the organisations policies and procedures are consistently adhered to and proactively feedback to ensure continuous development.

2.19 Where required, contribute to the organisation’s stakeholder engagement and keep abreast of developments which will enable Member Authorities to make the best use of collaborative effort as well as encourage suppliers, and potential suppliers to access opportunities.

2.20 Foster close and effective relationships with colleagues and customers to deliver mutual benefits as part of a regional collaborative team.

2.21 To lead recruitment and selection of staff. To ensure new staff are inducted into the organisation and become productive in a timely manner.

2.22 As well as your own health, safety and welfare ensure that staff perform their duties with due regard to the organisation's health & safety policy and procedures.

2.23 Take personal responsibility for continued personal and professional development and contributing to the learning and growth of NEPO.

2.24 Carry out other duties, engage in development activities and promote the benefits and strategy of NEPO and its service as required and such other responsibilities allocated appropriately to the grade of the post. 3G

3. PERSON SPECIFICATION

Criteria	Essential	Desirable	How this is identified
Essential knowledge	Extensive knowledge of Public Sector Procurement. Extensive knowledge of procurement legislation Category management. Collaborative procurement / commissioning. Working in multi-disciplinary teams. Commercial benefits realisation Supplier development Contract management and supplier relationship development. Stakeholder engagement. Local and National agendas. Central Government Policy on public sector. Social Value legislation. Achieving best value without compromising on service delivery or quality.	Local Government financial pressures. Economic Development and Commissioning Strategies.	Application and interview
Qualifications	Qualified to degree level, or equivalent experience in a relevant discipline in the public sector. Professionally qualified in procurement or CIPS qualified (or equivalent) or relevant technical qualification.	Prince II	Application and interview

Criteria	Essential	Desirable	How this is identified
Experience	Developing expertise within a category area to understand markets and seek new opportunities in the public or private sector. Working in multi- functional cross-organisational teams. Undertaking focused and accurate analysis of complex data for a variety of audiences Working with minimum supervision and able to manage and tackle competing priorities whilst ensuring adherence to relevant processes and legislation. Managing high value public sector procurements. Successful contract management and development of supplier relationships. Working under pressure, organising and prioritising a complex and varied workload. Using good communication skills, including presentation skills and report writing to deliver clear messages, build relationships with and influence / persuade stakeholders. Maximising commercial opportunities and thinking of new ways of working.	Leading a complex category area to understand markets and seek new opportunities in the public or private sector. Working in a collaborative environment. Devising and deploying collaborative procurement practices in the public sector. Using and improving Procurement systems and data analysis tools. Working with suppliers to promote innovative solutions in procurement. Oversee and approve high value complex procurement processes. Managing the workload and resources of a team. Coaching and mentoring staff. Engaging and supporting SME's and local supply chains.	Application and interview

ENDS