



## Role Profile

<b>Role Title</b>	Senior Information Communication Technology Category Manager (ICTCM)
<b>Business group and team</b>	Business Services, Procurement
<b>Job Purpose Overview</b>	This role works with the business to develop and deliver category strategies and assist the Head of ICT Category and Head of Contract Management teams to deliver a strategic procurement service, leading on a portfolio of projects/programmes to produce significant results within key markets, ensuring contract compliance and sustainable cost and quality improvements.
<b>Organisational position</b>	This position reports to the Category Lead and has 2 Category Managers as direct reports

<b>Date Updated</b>	09/11/2020	<b>Updated By</b>	EH		
<b>Current / Applied Grade</b>	C5	<b>Job evaluation date</b>		<b>Confirmed grade</b>	C5

### JOB RESPONSIBILITIES

- Create and implement Category strategies that align with business strategies; research and evaluate the market to understand current market conditions, identify risks to supply chain, source potential suppliers; share insights so wider team maintains market knowledge
- Procurement lead on higher risk, higher value or more complex tenders relative to those undertaken by Category Managers; undertake all aspects of tendering process from specification of requirements, pre-qualification invitation to tender, evaluation methodology and contract management planning
- Analyse data across a range of goods and services, identify current or potential issues or risks and take action to address through personal intervention or escalation
- Contribute to the development, maintenance and effective delivering of Category strategies to support the business areas to ensure value and capacity is delivered to meet the short and long term business strategy requirements;
- Provide specialist procurement advice and expertise to meet customer and stakeholder requirements and to ensure compliance with EU and UK regulations
- Review tenders and related documentation produced by self and team to ensure compliance with EU/UK regulations
- Recruit, direct, engage, performance manage, coach and develop the team to drive high performance

## OFFICIAL

- Mitigate risks by effective supply chain design, contractual provisions.
- Detailed understanding how to analyse and interpret market information to identify trends in demand and supply, and conduct research to determine the risks/ values that are inherent or may be derived from effective planning and engaging with specific suppliers;
- Plan and co-ordinate service provision and research activities, allocating resources appropriately to ensure that commitments are met to time, cost and quality targets;
- Management of the category work plan covering all business areas;
- Ensure spend data is accurate and analysis available for category team members;
- Create report on procurement performance for Head of ICT Category Management for circulation to Directors and senior managers;
- Line management of 2 x Category Managers;
- Effectively manage resources within own team to ensure timely response to operational requirements and high standards of service delivery;

### KNOWLEDGE & KEY SKILLS

#### *Essential Knowledge:*

- CIPS qualification minimum level 4 or part-qualified and progressing towards full qualification or relevant experience
- Extensive procurement experience, substantial experience in tendering of supplies and services
- Working knowledge of procurement policies, standards, processes and practices
- Relevant data analysis and decision-making
- Knowledge of EU/UK procurement regulations and corporate governance
- Adaptable communication and influencing skills, IT literate in Excel, Word, PowerPoint and Project Management software

#### *Essential Skills:*

- Customer/supplier relationship management
- Tendering / mini-competitions
- Purchasing/procurement policies & processes (internal)
- Negotiation
- Risk management
- Service reporting
- Draft/author professional/technical documents
- Interpret professional/technical documents
- Strategic planning
- Stakeholder Management

#### *Desirable:*

- Knowledge of e-tender tools (e.g. Bravo)

## OFFICIAL

- Understanding of UK, EU and Central Government procurement systems, standards and regulations

### CORE BEHAVIOURS

*Top competencies for job:*

- Seeing the Big Picture
- Working Together
- Managing a Quality Service

### CRITICAL SUCCESS FACTORS

*Success measured and evidenced by:*

- Delivery of agreed Category Strategies
- Delivery of agreed annual efficiency/savings targets
- Evidence of input to the Business Planning process, prioritisation of objectives and effective resource planning
- Clear demonstration of core competences and encouragement of these throughout the Procurement team; to lead by example
- Stretching personal development targets for self and team through skills development/continuing professional development

**Budget Responsibility?**

No

**If YES, how much:**

£0

**If NO can they authorise payments?**

Post Holder has delegated procurement authority of £500,000 per contract

**Reports to:  
(Role Title and Grade)**

Head of ICT Category Lead

**Direct Reports:  
(Number and grades of staff)**

2 x C4 Category Managers