

Role Title	Category Lead				
Job Family	Commercial and Procurement	Sub Category	Procurement	Grade	D6
Behaviours	<ul style="list-style-type: none"> Seeing the Big Picture Communicating and Influencing Commercial Awareness Leadership Charter 				
Purpose	Lead on a portfolio of projects/programmes to develop and deliver category strategies.				



FCDO Services

Key Accountabilities

- Develop Category Strategies in partnership with all business areas, to ensure short and long-term business strategy sourcing requirements are met using cost-effective solutions
- Build commercial relationships with key suppliers to facilitate continuous improvement to services, enable effective negotiations and enable the organisation to support them in delivering products and/or services to FCDO Services customers to the required standards
- Make recommendations to senior management to inform their decision-making and ensure the inclusion of Category Strategies in the annual business plan
- Input to commercial planning, bids and sales of FCDO Services products and services, to define negotiating principles and partnership arrangements
- Develop resourcing plans with the Head of Procurement to ensure the team has the capacity and capability to deliver the Categories Strategies
- Recruit, direct, engage, performance manage, coach and develop the team to drive high performance

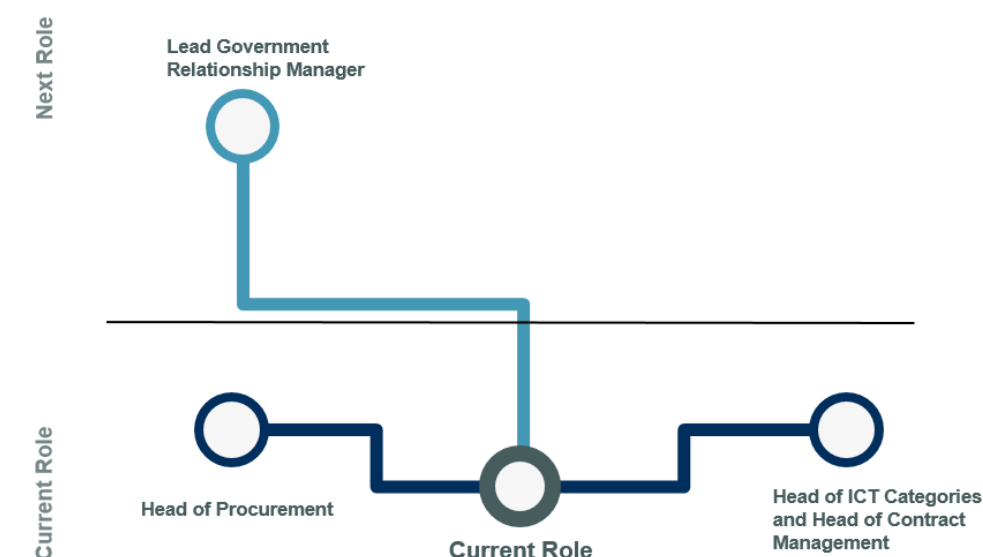
Authority and Scope

- Authorised to sign off procurements up to £1M per contract
- Ensure all procurement activities within team comply with UK regulations and FCDO Services internal processes and are to agreed standards
- Risk assess supply chain to identify and mitigate actual or potential risks. Escalate risks that exceed agreed tolerances
- Responsible for performance of team of 2 to 4 people in Senior Category Manager, Category Manager and Assistant Category Manager roles

Internal and External Communications

- Key suppliers in the UK and overseas, to build strategic relationships, mitigate and control risks, create opportunities for innovation and improvement to services
- FCDO Services Board members to discuss operational delivery and continuation of contracts
- Within organisation, colleagues at all levels to provide strategic input to procurement processes
- Engage with representatives from other government departments and related organisations to enhance skills and develop knowledge of best practice

Potential Next Career Moves



Skills

- Governance
- Strategic planning
- Line management
- Customer/supplier relationship management
- Analyse, interrogate and evaluate data
- Contract management
- Capacity planning
- Risk management
- Negotiation

Qualifications, Knowledge and Experience

Essential

- MCIPS qualifications or equivalent experience
- Extensive experience of procurement, contract management, managing supplier relationships, developing strategic solutions, risk management and working knowledge of Strategic Programs
- Knowledge of UK procurement regulations and corporate governance
- Strong communicating, influencing and senior management/stakeholder engagement skills

Desirable

- Understanding of UK and Central Government procurement systems, standards and regulations
- Working experience of public sector procurement processes, including drafting, SQQ and ITT documentation
- Experience gained in a commercial trading environment

Role	Category Lead (ICT)		
Job Family	Commercial and Procurement	Sub Category	Procurement
		Grade	D6



Additional Requirements

- Develop ICT Category Strategies in partnership with all business areas, to ensure short and long-term business strategy sourcing and management requirements are met using cost-effective solutions
- Lead on new initiatives and strategic pillars within the ICT area, and lead and manage all new Partnerships within ICT; advise on best practice and strategic methodology
- Strategically consider different procurement options that provide a more aligned strategic approach to partnership