
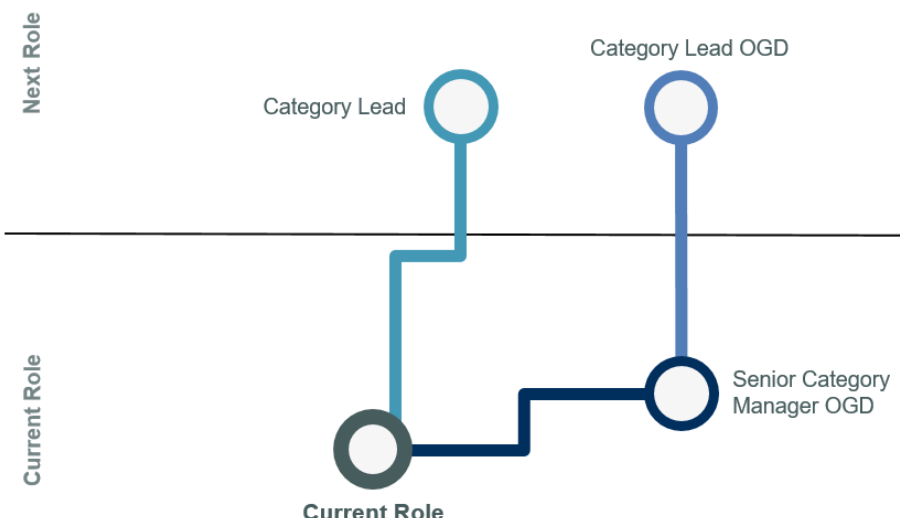


| | | | | | | |
|--|---|--|-------------|---|---|----|
| Role Title | Senior Category Manager | | | |  <div>FCDO Services</div> | |
| Job Family | Commercial and Procurement | Sub Category | Procurement | Grade | | C5 |
| Behaviours | • Managing a Quality Service • Communicating and Influencing • Commercial Awareness • Leadership Charter | | | | | |
| Purpose | Deliver strategic sourcing planning, demand management, tendering and negotiation across a range of categories. | | | | | |
| Key Accountabilities | | | | | | |
| • 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 | | • 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 | | • Recruit, direct, engage, performance manage, coach and develop the team to drive high performance | | |
| • 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 | | • Contribute to the development, maintenance and effective delivering of Category strategies to support the business | | | | |
| | | • Provide specialist procurement advice and expertise to meet customer and stakeholder requirements and to ensure compliance with UK regulations | | | | |
| | | • Review tenders and related documentation produced by self and team to ensure compliance with UK regulations | | | | |
| Authority and Scope | | Internal and External Communications | | Potential Next Career Moves | | |
| <ul style="list-style-type: none">Authorised to sign off procurements up to £500,000 per contract. Manage and control expenditure within this limit.Risk assess Category strategies; identify and mitigate potential risks associated with current and proposed activities; escalate risks that are beyond agreed tolerance levelsEnsure all tenders comply with UK procurement regulationsResponsible for performance of a team of 2-4 Category Manager and Assistant Category Manager roles | | <ul style="list-style-type: none">Business and management teams to report on relevant procurement activities on a regular basisColleagues at all levels of the business providing procurement information or adviceCurrent and potential suppliers to gather data and communicate requirementsContract Management specialists on all aspects of contract and supplier managementNetwork with FCDO Services colleagues, contacts from other government departments and related organisations to enhance skills and develop knowledge of best practice | |  | | |
| Skills | | Qualifications, Knowledge and Experience | | Desirable | | |
| <ul style="list-style-type: none">Customer/supplier relationship managementTendering / mini-competitionsPurchasing/procurement policies & processes (internal)NegotiationRisk managementAnalyse, interrogate and evaluate dataDraft/author professional/technical documentsInterpret professional/technical documentsStrategic planning | | Essential <ul style="list-style-type: none">MCIPS qualification or equivalent experienceExtensive procurement experience, substantial experience in tendering of supplies and servicesWorking knowledge of procurement policies, standards, processes and practicesKnowledge of specific procurement areaRelevant data analysis and decision-makingKnowledge of UK procurement regulations and corporate governanceAdaptable communication and influencing skills | | <ul style="list-style-type: none">Understanding of UK and Central Government procurement systems, standards and regulations | | |



| | | | |
|------------|-------------------------------|--------------|-------------|
| Role | Senior Category Manager (ICT) | | |
| Job Family | Commercial and Procurement | Sub Category | Procurement |
| | | Grade | C5 |



Additional Requirements

- Develop ICT Procurement/Sourcing Strategies in partnership with all business areas, to ensure short and long-term business strategy sourcing requirements are met using cost-effective solutions