



Role Profile

Role Title	Category Lead – ICT
Business group and team	Business Services, Procurement
Job Purpose Overview	To assist the Head of Procurement in delivering a strategic procurement service, leading on a portfolio of projects/programmes to develop and deliver a category strategy. Ensuring contract compliance and sustainable cost and quality improvements.
Organisational position	This position reports directly to the Head of Procurement (D6) and has 1 x Senior Category Manager (C5) and 2 x Category Manager (C4) direct reports

Date Updated	20/07/2020		Updated By	A.Darby	
Current / Applied Grade	D6	Job evaluation date		Confirmed grade	
Level of Security Clearance	SC DV		DV		

JOB RESPONSIBILITIES

- Initiate and develop an IT Category Strategy in partnership with all business areas to ensure value and capacity is delivered to meet the short and long term business strategy requirements
- Be a subject matter expert on category management across a range of technologies including Hardware infrastructure/architecture awareness, Azure/AWS, Cloud Technologies, Operating systems, Networks, WiFi, Cisco, and Aruba.
- Work with business areas in ensuring cost effective and fit for purpose licences are procured to support all IT services provided externally and internally.
- Promote the development of new ways of working across the whole organisation, pursuing the potential advantages to be gained by the adoption of supplier relationship and category management;
- Develop and maintain effective and positive relationships with business partners and the supplier base, driving out efficiency and quality improvements;
- Play a central role in developing commercial relationships with key suppliers, negotiating on behalf of FCDO Services to secure best value for money on a range of complex and high value procurement projects;
- Lead and manage a team of Procurement professionals and work with Procurement Team colleagues to deliver a quality service;
- Monitor and advise senior management in FCDO Services on supply chain business trends and the competitive environment and respond to ensure continued success
- Support Senior Managers in the preparation of annual business plans regarding budget preparation and strategic development
- Attend commercial gates providing particular input in relation to procurement and wider commercial planning and issues; contribute to the formulation of the business plan ensuring the inclusion of a supply chain management strategy

- Provide specialist procurement advice and a policy/procedural framework to enable other managers to assess commercial benefits and risks and manage their transactions and relationships with suppliers/contractors effectively;
- Provide specialist procurement guidance and management support for major projects and wider market opportunities, establishing agreement with stakeholders and producing contractual documentation consistent with best practice commercial principles;
- Take a lead role and act as mentor to staff in conducting major negotiations and facilitating the development of strategic partnerships with those suppliers providing “critical” services
- Analyse IT spend as well as contract analysis, identifying and delivering a programme of savings.
- Demonstrate detailed knowledge and a sound understanding of the needs and commercial drivers within the business and work with the Head of Procurement to formulate resourcing plans which ensure that the Procurement team has the capability to support FCDO Services in delivering their Business Plans;

KNOWLEDGE AND KEY SKILLS

Essential:

- Extensive experience of working within a procurement role;
- Extensive working experience of procurement for complex IT projects, including cloud services.
- MCIPS professional qualification or equivalent experience and knowledge;
- Detailed knowledge of supply chains for; IT software, hardware, cloud services, licences and consultancy effort.
- Experience of negotiating and building partnerships with suppliers and developing strategic solutions;
- Evidence of managing risk in the supply chain and supply chain development;
- Evidence of Senior Management/Director stakeholder engagement and ability to identify key stakeholders and implement appropriate communications plan;
- Evidence of working knowledge of people management;
- Good team working abilities;
- IT literate in Excel, Word, PowerPoint and Project Management software

Desirable:

- Extensive working knowledge of Public Procurement procedures.
- Demonstrated working experience of public sector procurement processes, including drafting SQs and ITT documentation.
- Full MCIPS professional qualification;
- Experience gained within a commercial trading environment;
- Understanding of Central Government procurement systems and standards

CORE BEHAVIOURS

Top three for job:

- Communicating and influencing
- Commercial Awareness
- Delivering at Pace

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Achievement of agreed Category Strategy objectives
- Evidence of input to the Business Planning process, prioritisation of objectives and effective resource planning
- Clear demonstration of core behaviours and encouragement of FCDO Services Core Behaviours throughout the Procurement team, to lead by example
- Stretching Personal Development targets for self and team

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
Y / N	£ 0	Y / N

	per annum	
Reports to: (Role Title and Grade)	D6 – Head of Procurement	
Direct Reports: (Number and grades of staff)	1 x C5 Senior Category Manager and 2 x C4 Category Managers	