



Job Description

<u>Role Title</u>	Category Lead (ICT)		
<u>Business Group</u>	Procurement		
<u>Job Family</u>	Commercial and Procurement		
<u>Job Purpose</u>	Lead on a portfolio of projects/programmes to develop and deliver an ICT category strategy		
<u>Organisation Chart</u>	D6 Head of Procurement - D6 Category Lead (ICT) - C5 Senior Category Lead		
<u>Date Updated</u>	01/11/2024	<u>Grade</u>	D6

KEY ACCOUNTABILITIES

- Develop an ICT category strategy in partnership with all business areas, to ensure short and long-term business sourcing requirements are met.
- Develop and maintain effective and positive relationships with business partners and suppliers to deliver efficiencies.
- 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.
- Identify risks and put in place controls and mitigation to reduce the probability and impact on the organisation.
- Support senior managers in the preparation of annual business plans, regarding budget preparation and strategic development and ensure the inclusion of the category strategy.
- Input to commercial planning, bids, and sales of FCDO Services products and services.
- 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.
- Provide a policy/procedural framework to enable the business to assess commercial benefits and risks and manage their transactions and relationships with suppliers/contractors effectively.

- 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.
- Effectively manage resources within own team to ensure timely response to operational requirements and high standards of service delivery.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Essential:

- MCIPS qualification or equivalent experience
- Extensive experience of ICT 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
- Demonstrative leadership skills and ability to find solutions to complex problems in a procurement environment.

Desirable:

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

CIVIL SERVICE BEHAVIOURS

Top three for job:

- Seeing the Big Picture
- Communicating and Influencing
- Commercial Awareness

SUCCESS INDICATORS

Success measured and evidenced by:

- Achievement of agreed category strategy objectives
- 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 behaviours and to lead by example.
- Stretching Personal Development targets for self and team

<u>Budget and Authority</u>	Budget - £0 Authorise suppliers - £1m
<u>Reports to:</u> (Role Title and Grade)	D6 Head of Procurement
<u>Direct Reports:</u> (Number and grades of staff)	1 x C5 2 x C4