

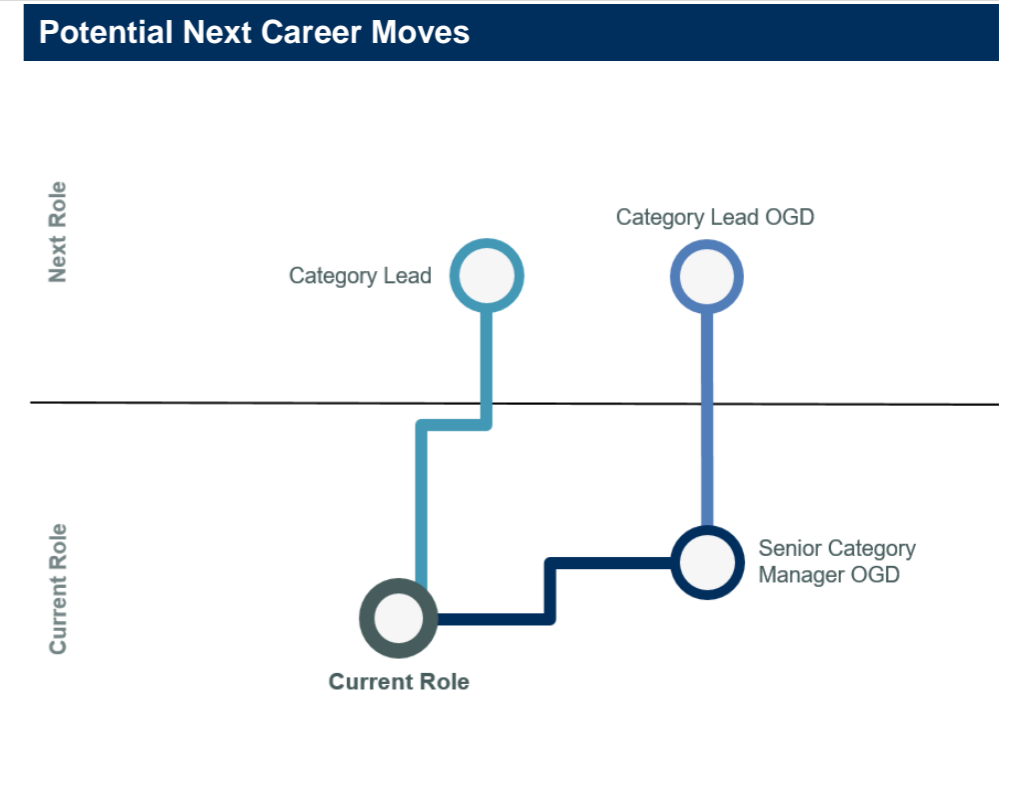


Role Title	Senior Category Manager			
Job Family	Commercial and Procurement	Sub Category	Procurement	Grade C5
Behaviours	<ul style="list-style-type: none"> Seeing the Big Picture Communicating and Influencing Commercial Awareness Leadership Charter 			
Purpose	Deliver strategic sourcing planning, demand management, tendering and negotiation across a range of categories.			

Key Accountabilities		
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 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 	<ul style="list-style-type: none"> Recruit, direct, engage, performance manage, coach and develop the team to drive high performance

Authority and Scope
<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 levels Ensure all tenders comply with EU/UK procurement regulations Responsible for performance of team of 3 to 5 Category Managers

Internal and External Communications
<ul style="list-style-type: none"> Business and management teams to report on relevant procurement activities on a regular basis Colleagues at all levels of the business providing procurement information or advice Current and potential suppliers to gather data and communicate requirements Contract Management specialists on all aspects of contract and supplier management Network with FCDO Services colleagues, contacts from other government departments and related organisations to enhance skills and develop knowledge of best practice



Skills
<ul style="list-style-type: none"> Customer/supplier relationship management Tendering / mini-competitions Purchasing/procurement policies & processes (internal) Negotiation Risk management Analyse, interrogate and evaluate data Draft/author professional/technical documents Interpret professional/technical documents Strategic planning

Qualifications, Knowledge and Experience
Essential
<ul style="list-style-type: none"> MCIPS qualification, Level 4, or part-qualified and progressing towards full qualification 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

Desirable
<ul style="list-style-type: none"> Understanding of UK, EU and Central Government procurement systems, standards and regulations