**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTION**

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| **Directorate:** | Corporate Resources | **Location** | Any location within the Borough |
| **Department:** | Strategic Support | JE No | A4895 |
| **Section:** | Procurement |  |  |
| **Post:** | Procurement Category Manager | **Grade:** | K |

**Responsible To:** Service Manager Procurement

**Responsible For:**

Leading the provision of procurement advice and guidance that enables effective and compliant, to relevant legislation, the procurement of goods, services, and works, for activity across the Council, utilising the most appropriate procurement routes and processes to achieve the desired outcomes and obtain value for money.

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**Job Purpose and Scope:**

The post holder will be an experienced procurement professional providing specialist knowledge and advice to colleagues, senior management and suppliers. There is a requirement for substantial working experience in procurement to deal with complex and high-risk issues across a range of procurement and contract management areas.

As a Procurement Category Manager, there is responsibility for managing procurement activities within a given category, supporting the development of the procurement strategy and implementing that category strategy.

It is expected for a Procurement Category Manager to proactively question and challenge Council practice and procedures based on improvements in technology, updates in legislation and the application of best practice.

Procurement Category Managers are accountable for the outcome of each procurement.

There is a requirement to support the supervision of a small team of procurement professionals and a wide range of stakeholders in the procurement of goods, services and works.

Performance Indicators

* Delivery of specified results e.g. outputs, volumes, savings, social value, etc.
* Audit feedback and input
* Achievement of medium to long term milestones
* Quality of supplier relationships
* Internal profile, customer satisfaction (internal and/or external), client and/or stakeholder feedback and service level measures
* Workforce indicator such as turnover, timeliness, absenteeism, etc.

**Main Duties**

The following are a range of duties appropriate to the role of Procurement Category Manager:

1. Operate compliantly within the new Procurement Act 2023; the Sefton Contract Procedure Rules (CPRs) applicable from 24 February 2025; support Service Teams to ensure their compliance to the Procurement Act 2023 and the new CPRs by providing clear and consistent advice, support and guidance, to ensure compliance in all our procurement activities and to protect the Council from procurement related challenges.
2. To apply expert knowledge and technical assurance to influence strategic spending decisions across the Council by working in partnership with the Council’s Commissioners, Contract Lawyers and external advisors/partners to develop strategies which maximise value for money on contracts, minimise risk and exposure, align with Council Policies, including Contract Procedure Rules.
3. Provide procurement expertise, including training when required, experience and support to Service and Project Teams in early market engagement, taking key services to market, advising on appropriate but effective and efficient procurement routes and legal requirements through to implementation that supports the Council delivery services.
4. Develop and deliver tendering support activities to service areas to ensure key timescales are adhered to. This includes defining and monitoring KPI’s, producing timely and accurate reporting to evidence progress, developing market analysis, designing routes to market, navigating the Councils procurement process, building compliant evaluation models, structuring contracts and managing the tendering and evaluation process/interactions with the marketplace using the Council’s chosen electronic opportunities portal.
5. Support the development and review of procurement strategies, policies, processes and systems in line with national policy and Council policies and procedures to produce and analyse service and management information to contribute to the development of new services and innovative working practices.
6. Produce and analyse service and management information to contribute to the development of new services and innovative working practices with a view to ensuring compliance, transparency, encouraging competition and improving accessibility to providers where appropriate.
7. Support the preparation and delivery of reports and presentations for submission to Cabinet, Chief Officers and as required for any other Committees in relation to the activities undertaken within this job profile while managing work related pressures from deadlines, interruptions to workload and balance those conflicting demands of the job.
8. Excellent communication skills to support services and project teams by being a facilitator in resolving complex issues, negotiating with suppliers and stakeholders as required, creating and/or adopting sustainable outcomes and/or courses of action which might otherwise might not have been taken.
9. Provide expert support including influencing, negotiation and other procurement related skills to advise across a wide, complex and diverse range of contracts while managing relationships and situations tactfully, sensitively, professionally and diplomatically.
10. Be proactive in maintaining the Contracts Register, reviewing existing contracts with services to ensure effective renewal processes are established to drive a value for money culture, ensure ethical procurement and deliver social value and climate change outcomes.
11. Be instrumental in building networks, to enable influencing, contributing to developing strategic and operational partnerships and alliances for procurement with internal and external stakeholders to support the delivery of key priorities and outcomes of the Council.
12. Proactively utilise technology to encourage progressive use of e-sourcing, purchase ordering, document management and other appropriate applications to maximise value for money.
13. Represent the Council at national/regional events and meetings and collaborative projects, deputising for the Procurement Service Manager as required with a view to maximising the opportunities to the Council in respect of value for money and outcomes for local people.
14. Undertake continued professional development to maintain a knowledge and awareness of current legislation, policy, practice and procedures in the post holder’s field of work and to keep others informed as appropriate.
15. Support the Procurement Service Manager and the Procurement Officer in the training and development of Procurement Support Officers and undertake any other related duties and responsibilities as they arise and commensurate with the level of this role.
16. Facilitate the implementation and operation of software introduced to enhance compliance to the Procurement Act 2023.

**ORGANISATION CHART**

1 x Procurement Officer (Grade H) 3 x Procurement Support Officer (grade G)

**SPECIAL CONDITIONS**

The role will predominantly require collaborative working with teams across the Council from remote locations / with opportunity for working from home and alongside Procurement team members.

There may be a requirement to work outside normal office hours from time to time.

This postholder will provide the members of the Strategic Leadership Board, Service Managers and elected members with advice and guidance when considering contract and quality issues.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**GENERAL**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

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| **Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. |

**Prepared by:**

**Name** Don Sturgeon

**Designation** Procurement Service Manager **Date** April 2025

**PERSON SPECIFICATION**

**Procurement Category Manager**

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| Personal Attributes Required  (considerations) | | | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**  Chartered Institute of Procurement & Supply (CIPS) Professional qualification, or CIPS Foundation stage qualification and relevant experience in a senior procurement role.  Government Training College courses of Transforming Public Procurement (with certification).  Procurement Act 2023 Deep Dive training (with certification).    CIPS Ethical Procurement Accreditation (within 6 months of being in post). | | | E  E  E  E | AF  AF/I |
| **EXPERIENCE**  Proven ability to lead projects managing complex procurement activities from initial planning to contract award.  Experience of developing and leading sourcing strategies and driving associated change management requirements. | | | E    E | AF/I/T/P    AF/I/T/P |
| **SKILLS/KNOWLEDGE/APTITUDES**  Extensive knowledge of procurement law and regulations as they affect local authorities and the practical implications of the current and future legislative frameworks.  Significant communication, influencing and negotiating skills.    Ability to work collaboratively within the Council and with external partners and to gain confidence of a wide range of people and to maintain effective working relationships and ensure compliance across the Council.  Ability to plan/prioritise and sequence multiple and conflicting priorities impacting time and resource, and work under pressure to deliver to deadlines whilst managing stakeholder’s expectations.  Awareness of the Council’s commitment to Social Value, ethical procurement and reducing the impact of Climate Change so as to assist the Council in achieving these through procurement processes.  Understanding of the Council’s early payment rebate scheme, incorporating it into procurement exercises, ensuring the rebates are registered to the Council.  Ability to translate national legislation and guidance into local policy and practice. | | | E  E  E    E  E  D  E | AF/I/T/P |
| **SPECIAL REQUIREMENTS**  Must travel independently over a wide geographical area.  Attendance at meetings outside normal hours. | | | E  D | AF/I |
| Prepared by: Don Sturgeon | AF | = Application Form | | |
|  | I | = Interview | | |
| Date: April 2025 | T | = Test | | |
|  | P | = Presentation | | |