



Procurement Category Manager x3 Applicant Recruitment Pack



Welcome

Hi,

We would like to thank you for your interest in the Procurement Category Manager roles within Sefton Council's Corporate Procurement Team, supporting our Head of Procurement.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is a good communicator at all levels in an organisation, prepared to challenge and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping the procurement process running smoothly, by supporting the Head of Procurement and working with the other Procurement Category Managers, the Procurement Operations Manager and team to provide a high calibre professional sourcing and procurement function by securing high quality and a cost efficient supply of a wide range of goods and services. It is essential we meet the principle requirements of the Corporate Procurement Strategy and Contract Procedure Rules, ensuring the most cost efficient use of the Council's resources.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.



Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.



- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).



About the Role

Working to the Procurement Act 2023 legislation, this role will lead in the provision of procurement advice and guidance essential to ensure effective and compliant routes to market for the procurement of goods, services, works and ICT projects and tenders across the Council. The ability to be responsive is key to ensuring the Procurement Service maintains a high standard of professionalism and its positive reputation within the organisation.

The key responsibilities of the role include:

- Provide guidance at all levels of the council on the application of the Council's Contract Procedure Rules
- Support the Council Service Teams and accepting accountability for the outcomes of high value projects throughout the tendering, evaluation, contract award and contract management within agreed timelines
- Proactively question and challenge Council practice and procedures based on technology improvements, updates in legislation and the application of best procurement practice
- 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, minimise risk and exposure, align Council policies which include the Contract Procedure Rules to ensure that are up to date at all times
- Apply expert knowledge, including training when required, experience and support to Service and Project Teams in early market engagement, taking key services to market and advising on appropriate routes to market
- Support the implementation and development of new IT procurement systems and processes covering contract management, contract pipeline and tendering platform
- Prepare reports and presentations for submission to Cabinet, Chief Officers and as required for committees in relation to activities undertaken within this job profile while managing work related pressures such as deadlines and workload interruptions
- Be instrumental in building and maintaining networks to enable influencing and contributing to strategic and operational partnerships which support the delivery of key priorities and outcomes of the Council
- Represent the Council at national/regional events, meetings and collaborative projects, deputising for the Head of Procurement as required
- Undertake any other related duties and responsibilities as they arise and commensurate with the level of this role.

This role suits someone who is passionate about delivering excellent service within the Council, to our communities and our business partners. A commitment to maintaining high professional standards and confident working both independently and collaboratively within a team is essential.

Please see **Appendix A (page 9)** for a full copy of the **Job Description and Person Specification**.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Friday 12th June 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Wednesday 24th June 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Post:	Procurement Category Manager
Directorate:	Corporate Resources
Location:	Any location within the Borough
Division:	Procurement
Grade:	K
Reporting to:	Head of 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.

Purpose of the Role

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 Council's 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

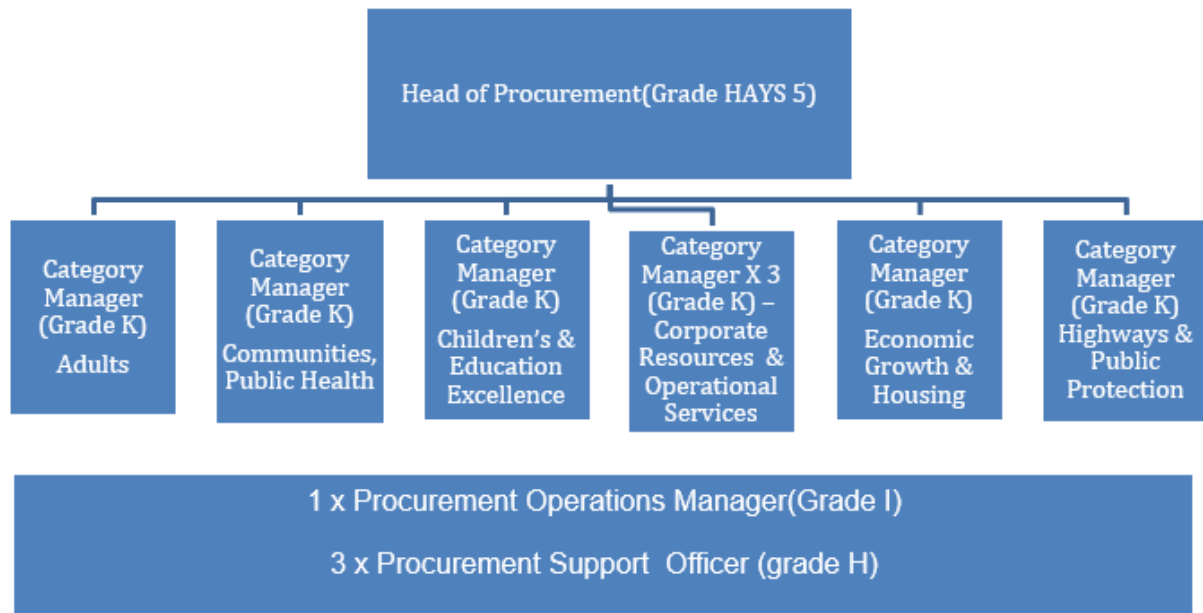


managing relationships and situations tactfully, sensitively, professionally and diplomatically.

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 Head of Procurement and the Procurement Operations Manager in the training and development of Procurement 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



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.

Note: Where the postholder is disabled, every reasonable 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: Head of Procurement **Date:** May 2026

PERSON SPECIFICATION

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Chartered Institute of Procurement & Supply (CIPS) Professional qualification, or CIPS Foundation stage qualification and relevant experience in a senior procurement role.	E	AF
Government Training College courses of Transforming Public Procurement (with certification).	E	AF/I
Procurement Act 2023 Deep Dive training (with certification).	E	AF/I
CIPS Ethical Procurement Accreditation (within 6 months of being in post).	E	I
<u>EXPERIENCE</u>		
Proven ability to lead projects managing complex procurement activities from initial planning to contract award.	E	AF/I/T/P
Experience of developing and leading sourcing strategies and driving associated change management requirements.	E	AF/I/T/P
Ability to interface at all levels in the organisation and with partners/suppliers. Including the ability to challenge in order to improve systems and procedures.	E	AF/I
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Extensive knowledge of procurement law and regulations as they affect local authorities and the practical implications of the current and future legislative frameworks.	E	AF/I/T/P
Significant communication, influencing and negotiating skills.	E	I/T
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.	E	I/T
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.	E	I/T
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.	E	AF/I
Ability to translate national legislation and guidance into local policy and practice.	E	I



Understanding of the Council's early payment rebate scheme, incorporating it into procurement exercises, ensuring the rebates are registered to the Council.	D	AF/I
<u>SPECIAL REQUIREMENTS</u>		
Must travel independently over a wide geographical area.	E	AF/I
Attendance at meetings outside normal hours.	D	I

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

P: Presentation

Prepared by: Don Sturgeon

Date: 12 May 2026

