

ROLE DESCRIPTION

Job Title	Procurement Category Lead
Salary Band	SCP 41 - 43 (£54,458- £57,640)
Reporting to	Head of Procurement
Directorate	Finance, Risk and Procurement Services
Team	Procurement
Political Restriction	No

1. Primary Purpose of the Post
About the Role We are looking for an experienced Procurement leader and practitioner who is comfortable working across the full commercial lifecycle: concept, options analysis and requirements development, market engagement and intelligence, sourcing, procurement, contract management and change, and exit and transition. We expect applicants to be fully conversant with both PCR2015 and PA23 regulations, and to be willing to work towards additional accreditations in both Commercial & Contract Management, including MCIPS if required. Key Objectives and Responsibilities: • To support the Head of Procurement in the provision of a high-quality procurement service to the organisation and support the management of the Procurement team and all its functions • Lead and manage a team of Procurement professionals to deliver the Category pipeline and targets, ensuring staff development and wellbeing • Regular Director-level stakeholder engagement to discuss pipeline, live contract management and any risks / issues • To strategically manage, lead and influence defined areas of spend within the Combined Authority for all aspects of procurement and demand management • 'Hands on' commercial delivery for key projects and procurements, influencing procurement strategies and pipelines of procurement activity to deliver maximum value
2. Your responsibilities
• Category Management ○ Leading on the implementation of and embedding, strategic sourcing and category management as key disciplines across all procurement activities and projects; ○ Business partnering with key stakeholders across the organisation to effectively plan, prepare and deliver procurement activity to support the procurement plan



- Ensure that the broader economic, social and environmental outcomes are considered in all procurement activity.
- Develop a pipeline of procurement work through proactive category analysis and business partnering with key commissioners, allocating work and prioritising for the Category, including demand and capacity planning
- Ensure compliance with PCR2015 and PA23 regulations, Schedule of Delegations and all internal & external Governance
- Maintain up to date and detailed knowledge of market development in the specific procurement category.
- **Communication**
 - Contribute to and implement the Procurement Strategy and Category Strategy across the organisation.
 - Develop, communicate and promote the purpose, values and vision of improved procurement across the organisation and with stakeholders
 - Deliver bespoke training to the Organisation in all aspects of procurement
 - Influencing the direction of procurement, normally within the specific procurement category but sometimes on a wider basis;
- **Collaboration**
 - Identify opportunities for aggregation and collaboration both internally across the LCRCA and externally with other contracting authorities
 - Support both innovative and major development projects on behalf of the Organisation. These projects will make significant contribution to regeneration within the Liverpool City Region. This will require bespoke solutions to procurements to secure client and regional objectives whilst remaining compliant with relevant procurement legislation
 - Take a lead role in the support of organisational cross-cutting projects outside of procurement as part of multi-disciplinary project teams to ensure that due regard is taken of commercial factors.
- **Leadership**
 - Undertake coaching, mentoring and performance management of direct reported staff.
 - Support the Head of Procurement to manage the team of procurement officers and ensure the provision of a high-quality procurement support function
- **Reporting**
 - Report on and interpret procurement management information and key performance indicators. Provide regular reporting of spend, procurement activity and performance in specific categories.



- **Continuous Improvement**

- Undertake continued professional development to maintain a knowledge and awareness of current legislation, policy, practise and procedures.
- Demonstrating commitment to your own development through CPD and maintaining up to date awareness of relevant market trends, Frameworks and functional developments, for example through Masterclasses or attending Cross-Government or CCS forums
- To develop and implement organisational policies around the procurement process to develop effective procurement and efficiencies within the organisation
- Encourages ideas, improvements, and measured risk-taking to deliver better approaches and services across the Procurement function.

3. General Corporate Responsibilities

- To comply with and promote social value, equality and diversity, health and safety in accordance with policies and legal requirements.
- To abide by the Committee of Standards on Public Life 'The Seven Principles of Public Life', also known as the 'Nolan Principles'.
- To effectively manage resources to meet business objectives;
- Managing the procurement process including the evaluation process.
- Managing risk within the procurement process.
- Managing resources to undertake the evaluation process.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Job Title: Procurement Category Lead

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Chartered Institute Procurement and Supply (Level 6) qualification or equivalent and public sector procurement experience. Or be willing to work towards achievement of the required Level 6 qualification.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge and experience of Public Procurement Regulations	E	A/I
Proven track record in a public sector procurement role	E	A/I
Experience leading complex commercial activities, with demonstrable experience across the whole commercial lifecycle. The ability to challenge senior stakeholder decisions, and deliver multiple projects within agreed timescales	E	P
Excellent communication and negotiation skills, with the ability to influence internal and external stakeholders and suppliers whilst building and maintaining productive working relationships	E	
Possess strong people skills and demonstrate commitment to development of your team and wider stakeholders through coaching and sharing best practice	E	
Experience in developing and implementing spend/supplier category and management strategies	E	A/I
Management of individual categories of spend	E	A/I
Experience developing procurement strategies and playing a leading role in the implementation and end to end delivery. Effective management of contracts through-life, with keen awareness of cost and performance risk	E	
Experience in the use of e-procurement	E	A/I
Experience in the use of Microsoft Office and related packages, particularly Word, Excel and presentation software	E	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent level of written and verbal communication skills including report writing with a high attention to detail	E	A/I
Excellent relationship management skills with the ability to quickly establish partnerships and constructive working relationships at all levels	E	A/I
High levels of initiative with the ability to meet deadlines and prioritise own work, as well as working effectively as part of a team to meet changing demands	E	A/I
Ability to critically analyse and evaluate a broad range of data from a variety of disciplines and present in a useable format	E	A/I
Able to quickly establish professional credibility and promote the procurement function as a strategic enabler of business transformation	E	A/I
Able to work with commissioners and stakeholders to ensure that external spend has maximum opportunity to deliver best value for money and associated benefits	E	A/I
Able to develop and use documented policies and procedures paired with an understanding of Equality and Diversity, Modern Day Slavery and the impacts of sustainability in relation to procurement	E	A/I
Excellent interpersonal skills, with an ability to manage team members and external stakeholders effectively	E	A/I
Excellent time management with an ability to meet assigned timelines	E	A/I
Demonstrate effective behaviours in conducting commercial negotiations that will generate positive outcomes for our organisation	E	A/I
Effective in the use of project monitoring and control processes or systems to ensure the delivery of quality and cost for procurement projects	E	A/I
To work with senior managers to assist with improvements and streamlining of processes to reduce cost	E	A/I
Explain to commissioners and other stakeholders the different structures that can be adopted for procurement and supply activities while recognising their strengths and weakness	E	A/I



To motivate and support Procurement Officers and Senior Procurement Officers	E	A/I
Deliver presentations/training to commissioners/stakeholders	E	A/I/P

Personal Attributes	E = Essential D = Desirable	Identified By
Willingness to undertake training and development opportunities	E	A

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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