



Role Profile

Role Title	Senior ICT Category Manager
Business group and team	Business Services, Strategic Sourcing
Job Purpose Overview	This role works with the business to develop and deliver category strategies and assist the Head of ICT Category and Head of Contract Management teams to deliver a strategic procurement service, leading on a portfolio of projects/programmes to produce significant results within key markets, ensuring contract compliance and sustainable cost and quality improvements.
Organisational position	This position reports to the Category Lead and has 2 Category Managers as direct reports

Date Updated	06/11/2019	Updated By	EH
Current / Applied Grade	C5	Job evaluation date	
		Confirmed grade	C5

JOB RESPONSIBILITIES

- Accountable for the development of category strategies in partnership with all business areas to ensure value and capacity is delivered to meet the short and long term business strategy requirements;
- Mitigate risks by effective supply chain design, contractual provisions and supplier management;
- To manage the tender process including the preparation of tender and contract documentation, to assist in the analysis and evaluation of submissions against the set criteria, undertake negotiations with suppliers and make recommendations to decision makers with regard to the final award of contract;
- Detailed understanding how to analyse and interpret market information to identify trends in demand and supply, and conduct research to determine the risks/ values that are inherent or may be derived from effective planning and engaging with specific suppliers;
- Line management of 2 x Category Managers;
- Plan and co-ordinate service provision and research activities, allocating resources appropriately to ensure that commitments are met to time, cost and quality targets;
- Effectively manage resources within own team to ensure timely response to operational requirements and high standards of service delivery;
- Attend stakeholder meetings to provide specialist supply chain advice and guidance
- Act as a consultant service to senior management colleagues across FCO Services for specialist procurement support across a range of categories;
- Working closely with all FCO Services stakeholders in providing specialist commercial advice and expertise in the effective management of sourcing and purchasing processes to meet business requirements complying with EU and Government procurement standards and regulations;
- Provide advice and input to the development of Procurement policies and procedures
- Ensure that Central Government procurement standards, EU and UK regulatory requirements are adhered to and the implications considered;
- Ensure that procurement action is executed within approved authority levels
- Ensure have up to date knowledge of regulatory issues and that the correct policies are in place to ensure compliance;
- Attend across government policy working groups and take necessary actions;

- Management of the category work plan covering all business areas;
- Ensure spend data is accurate and analysis available for category team members;
- Create report on procurement performance for Head of ICT Category Management for circulation to Directors and senior managers;
- Creating and issuing of reports into other government department on organisation's compliance with Government Buying Standards (i.e. Sustainability)

KNOWLEDGE & KEY SKILLS

Essential:

- Experience of developing category strategies
- Extensive experience of working within a procurement role
- Demonstrated working experience of procurement processes, including drafting ITT documentation.
- Able to demonstrate financial and commercial acumen and recognise need for most economical advantageous offer rather than cheapest price.
- Good communication skills. Ability to identify key stakeholders and implement appropriate communications plan.
- Good management and team working abilities
- MCIPS (or alternative) or working towards MCIPS or alternative
- IT literate in Excel, Word, PowerPoint and Project Management software

Desirable:

- Extensive working knowledge of Public Procurement procedures.
- Knowledge of e-tender tools (e.g. Bravo)
- Demonstrated working experience of public sector procurement processes, including drafting OJEU Notices, PQQs and ITT documentation.
- Educated to A level or equivalent standard with MCIPS professional qualification;
- Experience gained within a commercial trading environment;
- Understanding of Central Government procurement systems and standards

CORE COMPETENCES

Top competencies for job:

- Managing a Quality Service
- Seeing the Big Picture
- Leading and Communicating

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Delivery of agreed Category Strategies
- 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 competences and encouragement of these throughout the Procurement team; to lead by example
- Stretching personal development targets for self and team through skills development/continuing professional development

Budget Responsibility? No	If YES, how much: £0	If NO can they authorise payments? Post Holder has delegated procurement authority of £500,000 per contract
Reports to: (Role Title and Grade)	Head of ICT Category Lead	
Direct Reports: (Number and grades of staff)	2 x C4 Category Managers	