



TRAFFORD
COUNCIL

Category Manager

Role Profile

Service: Finance and Systems
Grade: Band 9
Reporting to: Head of Strategic Procurement
Responsible for: Procurement Officer(s) / Training Procurement and Business Support Officer(s)

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- You will provide a professional, customer-focused service for the strategic procurement of a portfolio of products (goods, services, works) which meets the needs of customers and progressively achieves efficiency savings for STAR
- You will achieve this by working closely with partner authorities in controlling expenditure and through the adoption of a strategic Category Management approach to the procurement process

Key duties

- Conduct all procurement activities in a cohesive commercial manner, and ensure effective management of commercial risk
- Analyse and prioritise spend activity within the allocated portfolio of Categories, and identify key areas for cost savings
- Research, plan and conceptualise the preferred options and approaches to contract and tender management in the form of a Category sourcing plan
- Assist the Head of Strategic Procurement and Officers in the partner authorities in developing appropriate business plans for both capital and revenue expenditure
- Deliver on all procurement activities within the allotted portfolio. Take an appropriate role in the development and management of contracts, agreeing key performance indicators where appropriate (KPIs)
- Produce and determine contract specifications and conditions within allocated portfolio
- Ensure that procurement is undertaken in accordance with the partner Councils Contract Procedure Rules (CPR's), Strategic Procurement Strategy and relevant legislative requirements
- Invite and assess tender submissions and negotiate the award of contracts for STAR on the basis of best value
- Monitor and evaluate contract performance, identify problems and initiate corrective action, in conjunction with Senior Category Manager, as appropriate

- Continually update strategic analyses of markets and supplier trends within the relevant industries, to ensure that procurement is based on best practice 'intelligence'
- Supervise the work of the allocated procurement staff as necessary on a project-by-project basis
- Assist the Head of Strategic Procurement in the provision of procurement advice and the preparation of reports to both Officers and Members in relation to the allocated portfolio of categories and recommendations for tender award
- Provide procurement advice and guidance on projects and new initiatives in accordance with Strategic Procurement Rules and Strategy, and statutory requirements including EU Regulations
- Ensure that all procurement activity within the allocated portfolio is included within the overall Procurement Forward Plan for STAR
- Attend meetings with elected members, and other internal and external meetings as appropriate
- Provide strong professional management direction and ensure effective motivation and development of staff
- Undertake such other duties commensurate with grade as may be required from time to time

About You

Qualifications and Professional Development

- Relevant professional qualification (MCIPS or equivalent)
- Member of Chartered Institute of Purchasing and Supply (CIPS)
- Commitment to Continued Professional Development

Experience and Knowledge

- Minimum of 4 years working at a senior level in a procurement role in a local Authority or similar organisation
- A proven track record of leading, motivating staff teams and of continuous service improvement especially during difficult periods of change
- Proven experience of delivery of a procurement category strategy and benefits including financial savings
- Experience of interrogating procurement management information , analysing and interpreting results and applying the findings to appropriate procurement strategies

- Experience of managing tender processes
- Experience in the use of e-procurement systems and tools
- Experience of successful resource and financial management
- Detailed understanding and working knowledge of relevant legislation, regulations e.g. OJEU processes and EU procurement directives
- Ability to develop effective working relationships with all levels of management

Skills and abilities

- Capacity to learn and share learning with others
- Ability to analyse and interpret key data and formulate ideas and proposals including writing reports
- Communication and presentational skills: Able to effectively present at meetings on a wide range of procurement matters to a variety of audiences
- Ability to take and stand by difficult decisions
- Project management skills and ability to apply methodology
- Category management
- Financial acumen
- Stakeholder and contract management
- Business Analysis tools
- Project/programme management & planning skills
- Collaborative working
- Influencing skills
- Excellent communication skills, with the ability to present reports to a range of audiences
- Innovative, creative, strategic & critical thinking
- Commercial acumen
- Solution focused
- Excellent analytical skills and an informed, evidence-based approach

Date prepared/revised: Jul 2018 / Feb 2021

Prepared/revised by: Kathryn Hatton / Jess Marshall-Townsend

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.