



Category Manager – People

Service	Reporting to	Location	Grade	Salary	Hours
Procurement	Procurement Manager	Flexible – combination of home working and office based.	4C	£39,880 - £42,821	36

About the role

- To lead on all procurement related activity within the category portfolio.
- To deliver cohesive, customer focused procurement activity, aligned to service requirements and objectives, to benefit stakeholders and Salford residents.
- To ensure that category plans and strategies are aligned to stakeholder and service requirements to deliver improved service outcomes.
- To ensure that appropriate key performance indicators and metrics are utilised to drive performance improvements.
- To develop and utilise market sector knowledge and intelligence to influence category approach and strategies.
- To ensure proactive strategic relationships are forged with key stakeholders and partners as required, to align procurement activity to specific outcomes and objectives.
- To play a proactive role in shaping and delivering improved social value outcomes within dedicated category portfolio, ensuring that social value is embedded into all activity and contractual arrangements.
- To actively lead, promote and support proactive contract management in conjunction with key stakeholders to ensure continuous improvement from our external relationships.
- Apply commercial approaches and strategies to assist in identifying and delivering budget savings, efficiencies and income opportunities.
- Collaborate with partner organisations and bodies to identify collaborative opportunities and efficiencies.
- Ensure that activity is undertaken in line with the Public Contract Regulations, Contract Standing Orders and all relevant legislation, policies and procedures.
- To provide professional advice and guidance on procurement matters.
- To support and deliver strategic procurement priorities as required.
- Provide guidance and support to team members as required.

Key outcomes

- Promotes procurement as a credible strategic and operation function with Service Groups, Senior Management Teams and Elected Members City Mayor and elected Members and demonstrates credibility with proven solutions.
- Category strategies and approaches that are relevant, flexible, adaptable and are aligned to stakeholder and service requirements alike.
- Contractual arrangements and relationships are in place that deliver improved, cost effective outcomes for services and service users.
- Contract management and monitoring arrangements are in place to ensure continued performance improvement.
- Improved social value outcomes are delivered as part of contract and service delivery.
- Full compliance with Public Contract Regulations and Council Standing Orders, clearly demonstrating that any identified non-compliance has been effectively dealt with.
- Appropriate risk mitigation strategies are in place for procurement and supply chain risks.
- Promote procurement as a strategic sourcing function, providing supplier, contract, risk and performance management.
- Build and maintain strong working relationships to gain organisational and individual buy-in and engagement with the key stakeholders.
- Achievement of cost savings targets and evidence of Value for Money through effective liaison with Service Groups. This outcome to be supported by suitable benchmarking of prices, service quality and Social Value considerations.
- Effectively liaise with other public and private sector bodies to ensure best practice is identified and when applicable transferred into the City Council's procurement and related activities.
- Active contribution to Greater Manchester procurement initiatives, representing the City Council's category initiatives and operational requirements.
- Build superior supplier relationship management capability within the procurement team and within Service Groups through continuous business improvement.

What we need from you

- Experience of operating within a public sector procurement environment, with a background and understanding of People services such as Children's, Adults or Public Health.
- Evidence of how your experience and approach have added significant value and improved outcomes within a People environment.
- An understanding of the commissioning cycle and the role that procurement plays within it.
- CIPS Level 6 qualified or having been working at an equivalent level.
- Strong influencing and stakeholder management skills and the ability to build relationships at all levels across the organisation.
- Experience of developing proactive strategic supplier relationships.
- Strong commercial skills with an understanding of how these can be applied within the People portfolio.
- To model and demonstrate our values and behaviours.
- Experience in delivering improved 'Social Value' outcomes as part of the procurement planning and approach, ensuring that benefits are delivered within the City whilst striving to improve quality and raise standards.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

Tailored Development

On the job training and development as required.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our vision and priorities

Our vision

The council has a vision is to create 'A fairer, greener and healthier Salford'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).

The Great Eight are:

Tackling poverty and inequality.



1

Creating vibrant places and spaces.



2

Tackling the climate emergency.



3

Skills and education (A Learning City).



4

Affordable housing and reducing homelessness.



5

Promoting transport and digital connectivity.



6

Creating an economy for all.



7

Tackling health inequalities and providing the best possible care.



8

#HappytoTalkFlexible



Salford City Council

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.