

JOB DESCRIPTION

Job Title: Strategic Category Lead

Directorate & Section/Unit: Commercial and Change, Commercial
Reporting to: Head of Commercial & Traded Services

Management / Supervisory Responsibility for:

Line management of: Category Manager, Strategic Contracts Manager, Category Officer, Commercial Business Analyst

Delivery of: Category plans, savings against agreed targets, best value for money supply and service contracts

Salary Grade: PO5

WCC Management Level: 1

Number of Direct Reports: 4

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high-quality service which meet the needs of customers
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive

Purpose of job:

- Provide procurement leadership to a specific category portfolio (People, Place or Resources)
- Lead the development, management, and delivery of commercially focused category strategies which meet business objectives and deliver value for money outcomes
- Develop and implement innovative procurement approaches to identify and deliver effective sourcing solutions to maximise on cost saving opportunities and secure the required outcomes
- Provide procurement expertise to successfully source requirements and contracts for customers of the Commercial Team using Category Management principles
- Working with commissioners, robustly evaluate and challenge suppliers' proposals to ensure that they are deliverable and represent best value to the Council
- Ensure procurement and commissioning best practice principles are applied whilst complying with relevant procurement legislation and Council's policies, processes and Procurement Code
- Be a key Council representative and point of contact for external stakeholder groups including voluntary, community and social enterprise and local business sectors
- Develop stakeholder relationships to maximise saving opportunities and ensure continuous improvement in the value and benefits from third party spend within the allocated categories of spend
- Contribute to the development and implementation of procurement strategy, policy and procedures, and assist in the day to day management of the Commercial Service

Main Activities & Responsibilities:

- Support the Head of Commercial & Traded Services in the implementation of the Council's procurement strategy and the Council's Annual Procurement Plan
- Create and implement an appropriate vision for the Council that promotes procurement and supply chain management both internally and with external stakeholders
- Demonstrate effective leadership skills with stakeholders by developing, communicating and promoting the purpose, values and vision of improved procurement and supply chain management across the Council and with the supply base

- Create communication plans to achieve the buy in to the procurement strategy and Annual Procurement Plan by internal and external stakeholders
- Continually seek opportunities to deliver improved outcomes from procurement and supply chain management activities
- Establish effective performance measures and metrics for contracted work with suppliers
- Promote the Council's commitment to achieving effective supply chain management, emphasising the contributions of strategic supply chain management to meet the Council's corporate objectives
- Identify opportunities to develop collaborative relationships with the Council's supply chain and lead in their implementation
- Work with commissioning leads and lead on the development and implementation of category strategies, designed to secure better value and outcomes for the services covered within the category portfolio
- Maintain a comprehensive insight and understanding of commercial developments, at local, regional and national levels, identifying the key issues in the respective markets; understanding thoroughly the drivers, implications and opportunities to exploit new, alternative and innovative market developments and methods for provision. Review and revise the category strategies to ensure changes and developments are reflected.
- Prepare category plans to the agreed standards and in conjunction with the relevant service areas and commissioners
- Implement the agreed category plans, deploying commercially focused sourcing strategies and ensuring stakeholders are on board and fully involved throughout the programmes of work
- Identify opportunities for cost savings, including alternative delivery models and implement where agreed
- Work closely with service heads and managers to establish business requirements, option appraisals and business cases, presenting challenges in relation to the specified outcomes, needs, requirements and range of services/products and to highlight any potential reductions that can be deployed to deliver the same or acceptable outcome
- Develop and maintain effective working relationships, maximising the engagement and support of senior managers and other key stakeholders
- Provide regular strategic analysis of supply markets, supplier trends and supply capacity that are relevant to the category portfolio
- Take the commercial lead and management of complex or high strategic value procurement exercises, contractual disputes and variations, undertaking negotiations with suppliers to minimise risk and achieve the best outcome for the Council
- Critically evaluate contract performance, ensuring contracts continue to meet financial and business objectives and deliver service outcomes. Ensure appropriate contract management procedures are established and implemented
- Identify develop and implement best practice in supplier relationship management, working with services to develop supplier capabilities, innovation & continuous improvement and to allow supply chain stakeholders to interact effectively
- Work closely with finance managers to ensure appropriate monitoring and collection of savings, and contribute where required, to the medium-term financial plan
- Report progress against procurement performance measures, including cost savings and identify and implement improvement plans where required
- Lead category team members, including personal development, training, continuing professional development and staff performance measurement, in accordance with Council staffing policies, and to ensure the delivery of the team and individual savings targets
- Provide advice and support across the Council on procurement related matters, including legislation and best practice
- Work with other local authorities in the West Midlands region to identify collaborative opportunities that will benefit the Council and lead and support on subsequent projects, if appropriate
- Draft, review and approve reports and briefings that deal with procurement matters including the relevant statutory reports (e.g. Public Contract Regulations 84 report), recommendations for sourcing strategies, procurement processes and tender awards
- Work with the Council's legal and finance teams to determine the Council's approach to risk allocation within new supply contracts and support the drafting of the resultant contracts

- Make recommendations on revisions to the Procurement Code, procurement documentation, systems and procedures
- For the assigned category portfolio ensure that the Council's retained procurement risks are recognised, recorded and updated and mitigation actions are implemented and monitored
- Provide guidance on procurement matters to service areas and commissioners, including briefings and training in procurement practices and procedures
- Represent the Council on a regional and national level in relation to procurement and be aware of and influence wider policy developments
- Represent the commercial team at internal and external meetings as required by the Head of Commercial & Traded Services
- Ensure relevant procurement reports are produced to the required standard and in a timely way in order that the Commercial & Commissioning Board is provided with all relevant category information to enable effective decision making
- Champion, develop and embed ethical and sustainable procurement approaches and practice within the Council. Ensure that all procurement activities include Corporate Social Responsibility considerations

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required, which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Council's Health and Safety Policy
- Duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

Contacts:

- In all contacts the post holder will be required to present a good image of the Commercial & Change Directorate and the Council, as well as maintaining constructive relationships.
 - Internal contacts: Elected Members, Strategic Directors, Directors, Assistant Directors, Senior Managers, Management Teams, Managers & Staff across all directorates, School Governors, Head Teachers, Teachers, Support and other school-based staff.
 - External contacts: District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

Author: David Griffiths

Date:

28th July 2020

Date of grading confirmation:

PERSON SPECIFICATION

Job Title:	Strategic Category Lead
Directorate & Section/Unit:	Commercial and Change, Commercial Team
Salary Grade:	PO5
WCC Management Level:	1

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial experience of providing procurement expertise to successfully source requirements and secure contracts for customers and the Commercial Team or similar using Category Management principles
- Substantial experience in the use of vision statements to improve procurement and supply chain management
- Significant experience in the use communication plans to enhance procurement and supply chain management
- Significant experience of developing and implementing industry level collaboration to achieve strategic supply chain management
- Substantial experience of developing and implementing effective supply contracts
- The ability to identify opportunities for the development of systems to enable improved control of expenditure with suppliers
- Significant use of systems to enable the improved control of expenditure on suppliers by the organisation
- Significant experience of contributing to the development of the supply chain management strategy on such input such as, cost, quality, business risk, to meet corporate objectives
- Substantial experience in medium to large multi-function organisations, leading and managing procurement projects with large budgets
- Extensive experience in the use of contracting options for major programmes, projects and complex procurements such as, engineering procurement and construction (EPC), design and build, design/build/finance/operate, fixed price, cost plus, time & materials, unit pricing
- Significant experience of writing reports, including business cases, for a range of audiences
- Proactively managed and developed procurement staff, especially through periods of change, to achieve agreed outcomes and sustainable improvements
- Significant experience of total quality approaches with the supply chain
- Significant experience of using value added activities such as reducing costs, improved quality, delivery reliability, innovation and sustainability in major procurement programmes and projects
- Demonstrable evidence of translating strategic procurement objectives into operational category plans
- Substantial experience of developing procurement strategies and policies resulting in tangible benefits
- Substantial experience of developing and successfully implementing category plans
- Effectively led procurement projects as part of a multi-discipline team
- Substantial experience in interrogating procurement management information to develop appropriate and effective procurement strategies with demonstrable benefits
- Significant experience in using e-Sourcing systems and tools
- Substantial experience of deploying effective strategic supplier relationship management skills
- Operated within a performance management framework
- Used project management techniques
- Have an awareness of the main regulations that impact on the employment of people in global supply chain

- Substantial experience of evaluating the implications of regulatory requirements such as price and service controls exercised by industry regulators and international bodies.

It is **desirable** that the post holder has experience of:

- Working in procurement within the private sector
- Working with a variety of stakeholders from a diverse supply base, including voluntary, community and social enterprise organisations, small and medium enterprises and local businesses.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder can demonstrate:

- Expert knowledge of successfully sourcing requirements and securing resultant contracts at best value to the organisation
- Expert knowledge in use of vision statements to promote procurement and supply chain management to internal and external stakeholders
- Specialist knowledge of the use of communication plans to enhance procurement and supply chain management
- The ability to use and apply strategic decision-making techniques to formulate improvements to procurement and supply chain management
- Have an advanced understanding of the impact of social, technical, economic, environmental, political, legislative, ethical and demographic (STEEPLED) criteria on organisations and their supply chains
- Have expert knowledge in the use of corporate governance on procurement and supply management activities
- Have expert knowledge in the use of the various standard contracts, such as corporate templates, NEC, JCT, CIPS model forms
- Expert knowledge of strategic sourcing approaches and emerging practice
- Expert knowledge of the development and implementation of contracts
- Specialist knowledge of total quality approaches with the supply chain to improve quality, lead times and cost
- Considerable experience of using KPIs to measure supplier performance and the procurement and supply chain function
- Expert knowledge and of UK and EU procurement legislation and other procurement and contract regulations affecting the public sector and local government in particular
- Expert knowledge of cost and bid analyses and budget management.
- An awareness of deploying continuous improvement management techniques such as (Kaizen, Lean, Six Sigma etc. to deliver better outcomes
- Expert knowledge of the full range of public sector procurement processes
- Expert knowledge of implementing effective performance management into contracts
- Expert knowledge in the successful application of social value within contracts to drive through better procurement outcomes
- A detailed understanding of contract law
- Expert knowledge of the successful application of category management in a variety of spend areas
- Excellent interpersonal and communication skills to effectively improve team performance
- Expert effective communication and influencing skills to enable effective working relationships with a wide range of stakeholders
- Detailed analytical skills, using tools such as Excel and PowerBI
- Effective presentation skills to convey key messages to large and small audiences, using tools such as PowerPoint.
- The ability to produce a range of documentation, in a concise and clear manner, to a range of audiences.
- The ability to successfully meet challenging milestones, timelines and cost savings targets.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder:

- Is either a Member of Chartered Institute of Purchasing and Supply (MCIPS) or possess an appropriate Management/Business qualification, HND or higher
- A level 6 qualification (e.g. degree) in a relevant field

It is **desirable** that the post holder has one or more of the following:

- A post graduate diploma or equivalent qualification in management related studies
- A quantity surveyor RICS accredited qualification
- Accredited project management qualification e.g., Prince2, Agile etc
- Accredited Lean Six Sigma Green Belt

ADDITIONAL INFORMATION:

It is **essential** that the post holder:

- Maintains personal and professional development to meet the changing demands of the job, participate in appropriate training activities
- Has the ability to travel throughout the county at short notice where public transport may be limited
- Is able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings).

Author: David Griffiths

Date:28th July 2020