

Job Title

Category Officer

Location

As per job advert

Grade and Salary

Grade HEO.

National: Minimum £30,317 – maximum £32,803

London: Minimum £33,827 – maximum £36,606

Additional Benefits

Civil Service Pension (employer contribution 27%), funding for CIPS qualification and membership plus opportunities for in-year and end-of-year bonuses.

Contract Type

Permanent

Job Summary

Defra group Commercial wish to appoint Category Officers across a variety of teams to:

- Support commercial delivery of low to medium value and risk projects (typically £10k to £100K), procurements and contract / supplier management within a market facing category team across the full commercial life cycle. The role holder will:
 - Prepare sourcing strategies and contribute towards business plans
 - Support and help to deliver market engagement exercises
 - Prepare pre-tender and tender documents in conjunction with customers
 - Run tenders in accordance with Public Contracts Regulations and manage evaluations
 - Prepare recommendations for tender outcomes
 - Prepare contract management documentation in conjunction with stakeholders
- Build and sustain effective relationships with suppliers to deliver exceptional performance in cost, service and quality.
- Build and sustain effective relationships with internal customers.
- Be responsible for the delivery of contracts or grants such that sustainable impacts and opportunities are identified and managed throughout the commercial lifecycle.
- Provide day to day advice and recommendations at the appropriate level on commercial risks and issues and governance across the relevant category, taking full account of risk, exploiting commercial opportunities and maximising value for money and savings.

Job description

As a Category Officer (HEO) you will report to a Senior Category Officer (SEO) and will undertake activities at the appropriate level. This job description is generic and may apply to all Category Officer posts. You may have the opportunity to work across a number of different commercial categories within DgC.

The role holder will provide support to their internal customers to deliver value effectively and innovatively so the customer organisation outcomes and objectives can be met alongside achievement of key corporate targets.

The role holder will award and monitor low and medium value and risk contracts in accordance with Defra's commercial policies and procedures. They will deliver propriety and value for money whilst applying commercial life-cycle principles.

The role involves promoting commercial policies and procedures whilst influencing final outcomes. It includes provision of expert advice to internal customers on commercial issues and governance and operational support to the team.

The role holder will engage with colleagues across the country, building their Commercial network both internally and through the wider Defra network and Government Bodies.

Personal specification

We are looking for candidates who are well organised and used to prioritising. Influencing and communication skills are especially important as well as seeking to improve processes and ways of working. In previous roles we expect you will have:

- Supported delivery of projects which ideally will have included procurements and/or managing contracts or suppliers to a successful outcome.
- Formed positive working relationships with colleagues, customers and suppliers including influencing and challenging to gain the best outcome.
- Analysed information including financial information and made recommendations based on the evidence.
- Worked within agreed policies and processes and promoted those standards in the way you work.
- Arranged and managed meetings including setting agendas and recording actions and decisions
- Identified risks and issues and managed plans to mitigate
- Input to improve ways of working, business change or efficiency
- Invested in your own development which might have included keeping up to date on legislation, best practice or developing industry knowledge. Hold or wish to study towards CIPS level 4 qualifications.
- Used IT systems and applications.

Selection process details

This vacancy is using [Success Profiles](#), and will assess your Experience and Behaviours.

Experience

The following Experience is essential to this post and will be tested at sift and interview.

- Track record of planning and successfully delivering projects which ideally will have been commercial or procurement projects.
- Engaging with internal and external customers or stakeholders. Responding to and resolving issues by influencing and challenging to ensure the best result.
- Building and maintaining strong and productive working relationships with stakeholders and suppliers.
- Effectively analysing financial and non-financial information.
- Delivering improvements to processes which has resulted in lasting change.

Civil Service Behaviours

The following HEO (Higher Executive Officer) Civil Service Behaviours are essential to this post. Communicating and Influencing will be assessed as part of the sift and the interview may include questions on any of the behaviours included below.

- Communicating and Influencing
- Managing a Quality Service
- Making Effective Decisions

Full details on the Civil Service Behaviours Framework can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf

Application Process

Please submit your tailored 2-page CV demonstrating how you meet the Experience detailed above with a 250-word statement which should explain how your work experience to date has demonstrated your ability to Communicate with and Influence others.

Sift

The sift is based on an assessment of your CV and 250-word statement. Candidates who pass the sift will progress to interview.

Sift results are expected to be released end of May 2023.

Interview

If you are successful at application stage and pass the sift, you will be invited to interview where you will be assessed against the Experience required for the role and the Civil Service Behaviours for this role.

At the interview you will be asked for your preference of category work area and location.

Interviews are expected to take place mid-June 2023.

Interviews will take place using video conferencing (Microsoft Teams) and will typically last for 45 minutes.

Reasonable Adjustment

If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can submit your application, you should contact Hays via defra.commercial@hays.com as soon as possible before the closing date to discuss your needs.

Complete the “Assistance required” section when completing your application to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access when attending at an office, or if you’re deaf, a Language Service Professional.

Accessibility

If you are experiencing accessibility problems with any of the documentation, please contact the email address in the Reasonable Adjustment section.

Further information

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, in the first instance, you should contact Jessica Gregory (Jessica.gregory@defra.gov.uk). If you are not satisfied with the response you receive from the Department, you can [contact the Civil Service Commission](#).

