

Job Description & Person Specification

Job Title:	Category Manager
Directorate:	Group Procurement, Finance Directorate
Reports To:	Senior Category Manager
Direct Reports:	Category Specialist Category Support Officer
Overview of the role:	<p>Category Management is part of the newly restructured Group Procurement Team reporting into the Procurement Director part of Platform Finance Directorate.</p> <p>Category Management's purpose is to ensure we secure the best outcomes for our Group and Customers by applying Category Management tools and techniques across all areas of indirect and direct spend. Provide an assurance to the Group on procurement and the wider supply chain so associated risks are managed. Acting in response to the Group's development, to deliver corporate solutions. Securing the economies of a large organisation and delivery continued commercial value.</p> <p>Following our merger Platform Housing Group is going through a period of significant change both operationally and corporately. Because of this and given the Group's increased size there is a need to develop our wider procurement function.</p> <p>This is an exciting time to join us as the Procurement Team is growing and expanding. We are looking for someone who has relative Category Management experience ideally in the property and maintenance space, coupled with drive and enthusiasm to support our growth. To be successful in this role you need to be a strong collaborator, who can deliver autonomously with an understanding of how to promote and engage others in the benefits of Category Management, Procurement and effective Supply Chain Management. You need to be a natural team player. The ability to adapt and be flexible is critical. You must be a confident communicator both written and verbal with the skills to deal with external stakeholders, colleagues, Executive and Board members.</p> <p>You will utilise the benefits of structured Category Management tools and techniques by:</p> <ul style="list-style-type: none"> • Collaborating across the Group to secure compliance and value; • Identifying efficiencies and how we can improve; • Identifying and managing key areas of Spend;

	<ul style="list-style-type: none"> • Provide independent advice to mitigate corporate risks; • Deliver high standards of customer service; and • Promoting and developing 'better buying principles'. <p>This is a new role and it's an opportunity for the right procurement professional to contribute to the development of this business area. The Group is growing, you will join an already high performing team at a time of change.</p> <p>To manage the Group's procurement and supply chain management activity. Provide assurance by ensuring the Group's commissioning is undertaken compliantly.</p> <p>Ensure the Group's procurement is undertaken in an open and transparent way.</p> <p>Support the delivery of our strategic ambitions working across the Group, stakeholders, suppliers and partners to provide a professional procurement service. Build and develop sustainable relationships with suppliers and external parties to deliver performance and quality.</p> <p>Identify and report on the strategic, legislative and regulatory risks, making recommendations to the Group on mitigation. Identify area for improvement add value by making recommendations on efficiencies and training needs.</p>
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Key Responsibilities	Key Tasks
Team Leadership	<ul style="list-style-type: none"> • Ensure the effective and efficient implementation of the Group Procurement strategy. • Identification of associated corporate risks, ensuring accurate reporting and making recommendations on their mitigation. • Be responsible for the coaching and development of Category Buyers and Category Officers and in time a potential for day to day line management responsibility. • Act as mentor across the Group for the benefits of professional Procurement promoting awareness and understanding in this area, developing corporate understanding of better buying principles and world class supply chain management.
Core tasks and outputs	<ul style="list-style-type: none"> • To lead, design and implement Category strategies across complex areas of spend to deliver measurable procurement improvements, understanding and applying whole life cost principles as well as lowest cost to source. • Work with all business areas to secure a simplified supplier landscape and implement wider Category plans coupled with appropriate contract solutions and controls for the Group. Develop reforms to deliver efficiencies and

improvements, by introducing agreed Category plans for goods and services. Continue the review of our existing contracts, introduce changes appropriate for a modern housing association, including realising the benefits of digital transformation.

- Responsibility for building and maintaining a strong culture and awareness of compliant Procurement and the benefits of good supply chain management. Ensuring we work with the right suppliers who share our values and commitment to our customers.

Support the Group's procurement and supply chain management strategy. Including:

- Category Management Plans
- Contract Management
- Subcontractor management and strategy
- New supplier onboarding and ongoing monitoring
- Group terms and conditions
- Development and support of the Group Procurement Plan

Delivery and leadership of the associated procurement: Pre Procurement Activities/Marketplace Engagement. Tender Document Preparation. Tender Analysis/Award. Contract Negotiation.

Responsible for ensuring all procurement is compliant with Public Contracts Regulations (PCR), relevant legislation, GDPR, governance and Group Financial Regulations. Provision of professional procurement and contract management advice.

Work with colleagues to develop the new Group Procurement function. Support colleagues to embed our procurement strategy within the Group. Lead the change process to enable effective implementation. Including the development and maintenance of procurement and supply chain management policies, procedures and guidance to promote best practice, applying 'continuous improvement' principles and the development and implementation of a Group Subcontracting policy.

Production of accurate and timely management information and associated data analysis for corporate and Board reporting including accurate reporting of our contracted financial exposure and liabilities. Responsibility for corporate reporting and delivering on secured efficiencies of a large modern organisation. Including data performance reporting and benefits analysis.

Work with our stakeholders, partners, suppliers and customers on stakeholder management activities. To build trusted relationships and quality of delivery for the Group. Identifying

	<p>innovative opportunities for the Group to lead the way in new ways of working with our supply chain.</p> <p>Work with other members of Procurement and Finance to implement improvements for the Group. Commitment to raise awareness through training and communication to the Group of good supply chain management and compliant procurement.</p> <p>Seek opportunities to learn from other enterprise resource planning organisations and housing associations on 'best practice'.</p> <p>Support the maintenance and accuracy of the Group's Assets & Liabilities Register.</p>
Financial Management	<ul style="list-style-type: none"> • Ensure all procurement commissioned and undertaken complies with the Group's Financial Regulations and governance. • Ensure that all procurement delivers value for money solutions and efficiencies, including consideration of contract variations. • Ensure all procurement is accounted for within Departmental budgets. • Responsibility for Group and Board reporting on VFM & efficiencies.
Communication	<ul style="list-style-type: none"> • Work collaboratively across the Group to provide specialist advice and guidance on procurement and supply chain management. • Lead on Category Plans, procurement and supply chain awareness and promotion. • Internal and external communication to ensure successfully delivery of the Groups Category Plans and wider Procurement strategies. • Establish and build productive and sustainable relationships with the Group's supply chain, prospective suppliers and wider market. • Corporate, Board and Regulatory Assurance Reporting.
Innovation	<ul style="list-style-type: none"> • Promote compliant practises and ideas that will deliver value for money and efficiency for the Group. • Support the introduction and/or piloting of new ways of working in procurement and across the Group. • Proactively seek and research new ways of working to implement continuous improvement in procurement.
Stakeholders	<ul style="list-style-type: none"> • Work with suppliers, potential suppliers, internal and external customers. • Encourage, support and challenge others to ensure effective and successful delivery for the Group.
Safeguarding	<ul style="list-style-type: none"> • To report safeguarding concerns to the relevant authorities as necessary.

The duties and responsibilities detailed above are not exhaustive and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.

Person Specification

Criteria	Essential or Desirable
Qualification	
Chartered Institute of Purchasing and Supply (CHIPS) or equivalent professional qualification.	D
Experience	
At least five years' (or equivalent) experience of working at manager level or above in a Procurement, Category Management or commercial function.	E
Experience across appropriate Categories of Spend.	E
Experience of the Housing and/or Public Sector.	D
At least five years' (or equivalent) experience of managing a team.	E
Experience of managing property related spend areas such as maintenance, repairs, materials, fleet (either planned and/or responsive).	E
Proven experience of developing and managing relationships with senior colleagues within a complex organisation.	E
Experience of working within the requirements of DPA 2018 and GDPR requirements.	D
Experience of various Public Sector Procurement Regulations methods such as Static Frameworks, Dynamic Frameworks Systems, FTS/OJEU Tendering, Competitive Dialogue.	E
Proficient user of specialist technology such as E-Auctions, E-Tendering, Vendor Performance and supplier preferencing platforms.	D
Experience of corporate risk management.	D
Can demonstrate experience of 'thinking outside of the box'.	E
Proven experience of being commercially creative and innovative.	E
Experience of data analysis, data cleansing & data optimisation activities across complex and misleading datasets.	E
Experience of developing and leading training events and activities.	E
Experience in effective support and development of staff through change initiatives.	E
Experience of managing confidential and sensitive information.	E
Personal Skills/Qualities/Knowledge	
Excellent time management and organisational skills, able to prioritise workload.	E

Self-motivated to deliver against targets.	E
Good judgment and decision making.	E
Great attention to detail.	E
Proven project management experience.	E
Intermediate knowledge of MS Office suite.	E
Commercially astute and aware, strong negotiation skills.	E
Excellent written and verbal communication skills.	E
Ability to identify and implement corporate improvements.	E
Ability to ask the right questions and to listen to the responses.	E
Other Requirements	
Driving licence and use of own vehicle to be able to undertake site visits and attend Group offices, as required.	E
Flexibility of working hours to meet deadlines where appropriate.	E
DBS Disclosure required.	E

*** E = Essential criteria / D = Desirable criteria**

Please note that all criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirements for the job.

- * - Key
- A = Application form
- I = Interview
- T = Test