ROLE TITLE: Advanced Procurement Category Lead
Reports to: Head of Sustainable Procurement

Direct reports including contractors: None
Budget: None
Key relationships:

- Support, advise and guide all NCC staff involved in sustainable procurement activity;
- Support the Head of Sustainable Procurement with strategic projects and planning, deputising their absence and at other times Acting as advisor in relation to management decisions or other strategic matters involving the procurement department and processes;
- Transfer specialist knowledge from previous experience and provide support, mentoring and guidance to the Procurement Category Lead and Purchasing Assistants;

Develop relationships with strategic providers and suppliers to maintain service delivery performance and maintain a working knowledge of changing market conditions

ROLE PURPOSE:

- A strategic role which enables the organisation to categorise procurement resources to focus on specific areas of spends. The category manager focuses on conducting in depth business spend analysis to fully leverage their procurement decisions on behalf of the whole organisation. The role supports the category management strategy approach, which is the most strategic procurement model at present and much more developed than traditional transactional based purchasing methods. Support the Procurement vision by promoting and leading a cultural change across the organisation;
- In the absence of the Head of Sustainable Procurement, act as deputy in relation to all responsibilities, including managing the Procurement team;
- Be a leading member of the Procurement team working with stakeholders to promote the function and deliver procurement excellence across the organisation
- Managing challenging procurement categories and relationships, troubleshooting as required.

MAIN ACTIVITIES:

Internal

- Identify, implement and manage appropriate sourcing and procurement strategies as required and in adherence with the NCC Procurement Policy and Process and the Public Contracts Regulations 2015 and any other relevant regulations;
- Lead an appropriate sourcing process (including planning, defining business needs, assessing supply market, defining strategy, execution, supplier selection and contracting) that delivers the right level of service and commercial outcomes;
- Manage and undertake over threshold regulated tenders;
- Provide specialist technical advice and carry out complex activities in relation to specialist matters, such as asset management or consultancy services.
- Provide the Leadership Team with advice, guidance and input to the development of business cases for, and not limited to, asset management, consultancy, or wider business needs.
- Identification of process improvement opportunities, and promoting procurement best practice in a complex, multi-site operation.

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- Identify and analyse the category expenditure in adherence with the procurement category management and sourcing strategy;
- Prioritise the procurement category sourcing strategies based on business risk/opportunity assessment;
- Manage and carry out the procurement of goods and services within the category assessing the need, developing a compliant sourcing process, undertaking tendering process, guiding stakeholders and suppliers throughout the process, leading to award on to contract management.
- Identify and implement process efficiencies;
- Create and deliver the Procurement Induction to all new starters across the NCC;
- Research a wide range of supply markets to develop and implement strategies for category procurement.
- Keep abreast of developments in procurement and supply within the public sector and undertake required training so knowledge is current.
- Optimise and manage the supply base and enhance the supply chain compliance;
- Undertake contract management activities and supplier performance management;
- Use appropriate frameworks for sourcing of goods and services, published via the Jaggaer tendering portal.
- Where no appropriate external frameworks exist, initiate and manage the procurement process for establishing internal frameworks that will deliver efficient, compliant and value adding procurement routes;
- When part of a project team, act as procurement lead, establish procurements strategy, engage with internal customers to deliver to project Time, Cost and Quality requirements while ensuring adherence to PCR 2015 regulations and internal process and procedures;
- Carry out contract Management, in collaboration with Project Managers and Stakeholders, to include financial monitoring and control of contracts, ensuring compliance is maintained and the NCC's procedures and objectives are achieved
- Drive, coordinate and execute the supplier qualification, evaluation and reporting processes. Supplier performance management; manage the execution of the contracts between the NCC and its suppliers. In collaboration with Project Managers and Stakeholders ensure that the suppliers perform at a satisfactory level of performance, deliver on time, products meeting the required quality standard. Manage tenders using the Jaggaer solutions e-tendering portal, carry out the contract management activities and develop the knowledge and propose improvements on how to use the portal for the benefits of the category management strategy.
- Second the Head of Sustainable Procurement with procurement procedures to ensure that the procurement process is effective and identify any procedural improvements;
- Within allocated categories identify and analyse the influenceable spend with the aim to add value and achieve savings. Identify opportunities for efficiencies and negotiate rates and prices across all contracts. Train other team members to achieve similar goals across the organisation.
- Seek assistance and liaise with internal and external legal specialists;
- Support the Head of Sustainable Procurement in the continuous improvement of the policies, processes and procedures and assist or carry out training of end users;

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- Escalate the risks identified to the Head of Sustainable Procurement as appropriate and provide advice to members of the team on how to identify risk and assist with risk management
- Promote compliant procurement across the NCC, through staff inductions, workshops and supplier events;

External

- Liaise with suppliers to obtain quotations, tenders and bids;
- Develop relationships with strategic providers to maintain service delivery performance and maintain a working knowledge of changing market conditions.
- Visit key suppliers as part of the Supplier Management Process and to ensure CSR, regulatory compliance and financial stability.
- Carry out market engagement to identify procurement route to market and enable tender packs to be issued to suppliers;
- Manage communication with suppliers and internal stakeholders when performing a tender and in accordance with the Public Contracts Regulations principles and guidance;
- To assist suppliers in the utilisation of the e-tender portal ensuring the processes are user-friendly and efficient; act as single point of contact during the tender process;
- Carry out financial assessment of suppliers and/or use financial assessment tools and third party services to identify financial risks;
- Carry out the commercial assessment of tender submissions;

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

PERSON SPECIFICATION

Essential	Desirable
Qualifications/Experience	Qualifications/Experience
Strong knowledge and experience of Public Sector Procurement Processes and the PCR2015 - CIPS qualified Level 4 minimum - Substantial experience in a procurement role with proven experience as a Category Manager; - Strong commercial skills with the ability to analyse and negotiate best value agreements. - Competent with Microsoft Office; excellent Excel skills. - Electronic Procurement - Market Research & Analysis - Legislation & Procedures	- A combination of previous experience in both the Public as well as Private Sector. - Project management skills - Experience of sustainable procurement in practice

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Essential	Desirable
▪ Policy & Strategy	
<u>Behavioural Competencies</u> ▪ Excellent Communication and Negotiation skills. Excellent soft skills ▪ Strong influencing skills ▪ Team working skills ▪ Strategic thinking ▪ Stakeholder engagement ▪ Ability to build relationships at all levels with external and internal stakeholders ▪ Discretion in dealing with confidential matters. ▪ High level of attention to detail. ▪ Ability to work to tight deadlines and manage conflicting priorities	<u>Behavioural Competencies</u> ▪ Versatile, open to cross-category management; ▪ Responsible, with leadership qualities.

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