

JOB DESCRIPTION

Job Title:	Strategic Category Lead
Directorate & Section/Unit:	Finance, Commercial and Performance Services
Reporting to:	Head of Commercial
Responsible for:	Category Manager, Strategic Contracts Manager, Category Officer, Operational Support
Salary Grade:	PO5
WCC Management Level:	1M
Number of Direct Reports:	4-6

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 & Corporate or Place)
- 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
- 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

Main Activities & Responsibilities:

- Ensure procurement activity in the Council is undertaken in-line with the latest Public Contract Regulations and requirements of the new regulatory regime.
- Ensure procurement activities undertaken are compliant with Council Standing Orders, Procurement Strategy and Procurement Code.
- Champion, develop and embed ethical and sustainable procurement approaches and practice within the Council. Ensure that all procurement activities include Corporate Social Responsibility considerations.
- Provide advice and support across the Council on procurement related matters, including legislation and best practice. Deliver briefings and training in procurement practices and procedures where required.
- 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.
- Influence colleagues at all levels of seniority and Members on the commercial and financial viability of differing sourcing options for specific projects including In house, Outsourcing, Partnerships and Collaboration, Framework arrangements and standard procurement
- Lead on the development of category plans in conjunction with the relevant service areas and commissioners and implement the agreed category, deploying commercially focused sourcing strategies, ensuring stakeholders are on board and fully involved throughout the programmes of work.

- Work with service areas to support their service delivery requirements and maximise their spend capacity by providing strategic procurement advice and guidance, ensuring that all appropriate market options and associated risks are considered in sourcing decisions
- Maintain a comprehensive strategic analysis and understanding of commercial developments, at local, regional and national levels, identifying the key issues in the respective markets. Review and revise the category strategies to ensure changes and developments are reflected and utilise opportunities to exploit new, alternative and innovative market developments and methods for provision.
- Draft, review, and approve reports and briefings on procurement matters, including statutory reports (e.g., Public Contract Regulations 84 report), recommendations for procurement pathways ensuring these reports meet required standards and are produced timely to provide the Commercial & Commissioning Board with all relevant category information for effective decision-making.
- Lead a team of Category Managers and Officers to deliver an effective procurement service with strong operational processes, and systems to deliver the procurement strategy and category plans.
- Represent the Council and work with other local authorities on a regional and national level in relation to procurement, be aware of and influence wider policy developments to identify collaborative opportunities that will benefit the Council.
- Represent the Commercial team at internal and external meetings as required, be a key Council representative and point of contact for external stakeholder groups including voluntary, community and social enterprise and local business sectors.
- Identify opportunities to develop collaborative relationships with the Council's supply chain and lead in their implementation working with services to develop supplier capabilities, innovation & continuous improvement and to allow supply chain stakeholders to interact effectively.
- Ensure appropriate contract management procedures are established and implemented, ensuring contracts continue to meet financial and business objectives and deliver service outcomes.
- Work closely with finance managers to ensure appropriate monitoring and collection of savings, and contribute where required, to the medium-term financial plan.
- Support, motivate and manage staff in accordance with the Council staffing policies

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

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PERSON SPECIFICATION

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

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.
- Significant experience in the use of communication plans to enhance procurement and supply chain management.
- Substantial experience of developing and implementing effective supply contracts.
- 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.
- Substantial 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 manage and develop procurement staff, especially through periods of change, to achieve agreed outcomes and sustainable improvements.
- 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 and 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.
- Used project management techniques and operated within a performance management framework
- 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 public or 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
- Specialist knowledge of the use of communication plans to enhance procurement and supply chain management

- 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.
- The ability to use and apply strategic decision-making techniques to formulate improvements to procurement and supply chain management
- Advanced understanding of the impact of social, technical, economic, environmental, political, legislative, ethical and demographic (STEEPLED) criteria on organisations and their supply chains
- Expert knowledge and understanding in the use of the various standard contracts, such as corporate templates, NEC, JCT, CIPS model forms
- Expert knowledge of the full range of public sector procurement processes
- Expert knowledge of strategic sourcing approaches and emerging practice
- Expert knowledge of the development and implementation of contracts
- Considerable experience of using KPIs to measure supplier performance and the procurement and supply chain function
- Expert knowledge and of UK 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.
- 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
- 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
- The ability to produce a range of documentation, in a concise and clear manner, to a range of audiences to convey key messages using tools such as PowerPoint
- 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. honours degree) in a relevant field or equivalent compensatory experience

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).