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|  | | | | JOB DESCRIPTION | | | | Form JD1 | | |
| **JOB TITLE:** Category Officer | | | | | | POST NUMBER: 1100EGZ1100CGE | | | | |
| **REPORTS TO:** | | | | | | Category Manage**r** | | | | |
| **DEPARTMENT:** Commercial Procurement Hub | | | | | | **Grade** 5 | | | | |
| **JE REF:** | | | | | 3124 B00393 | | **PANEL DATE:** | | 250613 | |
| **1.** | **MAIN PURPOSE OF JOB**  To support the Central Procurement Team by providing effective and efficient coordination of all procurement activities including the maintenance of accurate records and full administrative support to all information systems.  To provide advice and support to all customer enquiries in relation to general procurement queries.  To support the Category Managers in their day to day procurement activity and run procurements as instructed.  To manage and drive value across identified sub-categories and run procurements for these sub-categories.  To engage with key stakeholders as point of contact for the procurement team on these sub-categories. | | | | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | | | | |
|  | i | | Ensure the accurate maintenance of all Procurement information systems | | | | | | | |
|  | ii | | Assist in the development of all electronic and paper based information systems | | | | | | | |
|  | iii | | Provide advice to Council departments on general procedure issues | | | | | | | |
|  | iv | | Provide advice to Contractors and other external stakeholders on general procurement issues | | | | | | | |
|  | v | | Processing of all invoices in relation to the Procurement Teams activities | | | | | | | |
|  | vi | | Ensure timely and effective record keeping and filing | | | | | | | |
|  | vii | | Co-ordinate and provide support in the preparation and evaluation of tenders | | | | | | | |
|  | viii | | Provide administrative support to all members of the Procurement Team | | | | | | | |
|  | ix | | Understand the concept of value for money and how it can be applied to services and products procured | | | | | | | |
|  | x | | Support the development and implementation of a category management approach to the management of non-pay expenditure | | | | | | | |
|  | xi | | Understanding data presented and provide commercial solutions to drive value | | | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting - Direct: None Indirect: None | | | | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  The maintenance and upkeep of accurate and effective management information systems requires both innovative and creative thinking.  Providing innovative solutions to information flow to and from service departments requires an analytical approach to the problem which may help develop creative and innovative solutions.  Review spend profiles within the Council and identify areas of innovative procurement opportunity.  Understand the supply markets and market innovation around product and service delivery. | | | | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS** Internal To provide general procurement advice and support to all officers of the Council dealing with sensitive commercial information and ensuring compliance with data protection and FOI legislation.  To build procurement capacity and capabilities in non-procurement officers and seek to share good practice, procurement knowledge and experience across the Council.    To work with key stakeholders to identify procurement improvement priorities, promote and ensure the adoption and implementation of category and corporate procurement strategies. External To deal with general procurement queries and advice from all customers and stakeholders including contractors, centres of excellence and other public and private sector organisations. | | | | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  Responsible for making decisions with regard to the provision of technical and legally correct information in regard of general procurement queries.  Making decisions as to how data is input into management information systems.  Making recommendations to shape the requirements for sub categories of spend, including challenging the need for goods and services and the level of specification. | | | | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  Responsible for the maintenance of the corporate contracts register with a value of c£60M. | | | | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands Normal office environment  Postholder must be able to run a number of parallel projects and respond unpredictable queries and issues that arise on a regular basis. Physical demands Normal office environment Working conditions Normal office environment Work context Dealing in a professional manner face to face and over the telephone with occasionally confrontational members of the public, businesses and service staff. | | | | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS** Knowledge and Qualifications  1. Knowledge of local government Procurement, preferable an understanding of EU Legislation.   **Experience**   1. Have experience in a financial or procurement environment 2. Have experience of IT software including Microsoft Office 3. Have experience of running procurements in the public sector  The postholder will need to demonstrate the following skills & competencies  * Have accurate data input skills * Display good inter-personal skills and communicate effectively both verbally and in writing * Be able to interpret and apply procedures and regulations * Have a general understanding of financial processes and be able to understand and to present numerical data * Have an understanding of how to deliver value across non-pay spend * Have good general office skills * Be able adapt to a new and evolving work environment * Work cooperatively with others to achieve common goals and objectives and solve problems * Work on their own initiative without supervision, setting and meeting their own work targets and targets set by others. | | | | | | | | | |
| **10.** | | **Position of Job in Organisation Structure** | | | | | | | |