

# Job Description

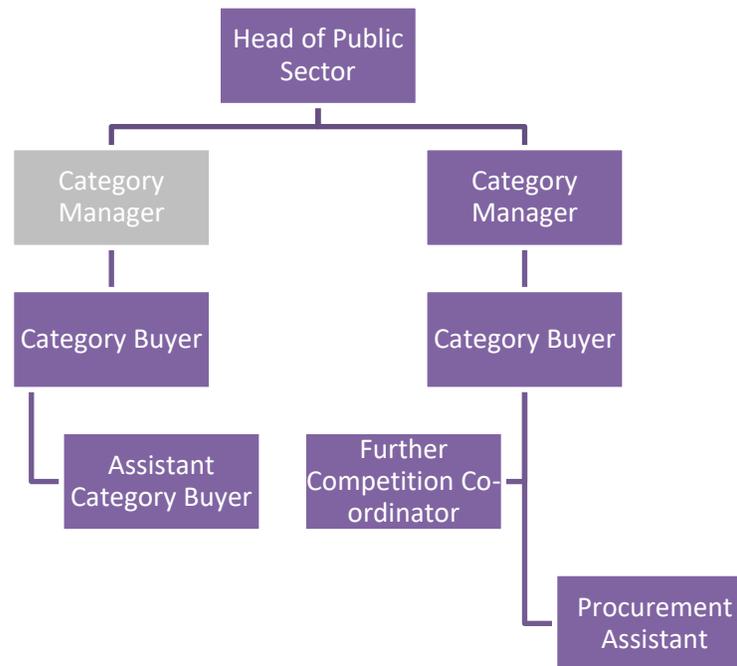


<b>Job Title:</b>	<b>CATEGORY MANAGER</b>
<b>Reports to:</b>	Head of Public Sector
<b>Grade:</b>	12
<b>Date:</b>	Updated May 2020

## 1. Job Purpose

1. To shape and lead an end-to-end productive category management approach to procurement in YPO.
2. To ensure the category specific buying strategy and approach is aligned to the overall procurement strategy.
3. Ensure the delivery of high-quality Supplier performance for service delivery, procurement cost (savings target), efficiency, overall growth and profitability.
4. Lead by example and encourage the YPO values & ways of working which support the business strategy.
5. Collaborate with Sales & Marketing to continuously promote and engage to meet the needs of customers and the market.
6. To support and develop YPO's Market capability to achieve efficiencies and ensure sustainable supply capacity to meet changing customer demands.
7. The post holder has joint direct line management responsibility for members of staff within the Category.
8. To lead and support the delivery of specific procurement projects as part of the procurement services team.

## 2. Organisational Structure



## 3. Dimensions

The Category Manager will be responsible for developing the operational category strategy and supporting action plans. They will be accountable for the overall delivery of a portfolio of agreements covering a range of services and bespoke contracts specific to their relevant category.

The Category Manager will lead, manage, coach and mentor their Team to ensure successful outcomes are achieved which includes effective customer and supplier engagement.

The Category Manager will work with YPO Marketing colleagues to develop plans for the marketing of the agreements to Customers.

The Category Manager will effectively liaise with other Category Managers within Procurement Services to ensure cohesive procurement solutions are implemented.

## 4. Principle Accountabilities

1. Responsibility for the management of the Framework Portfolio, including:
  - a) Develop and implement category strategies and plans in conjunction with the Strategic Procurement Manager.
  - b) The organisation and deployment of human resources within the Category, including Recruitment, selection, discipline, development, training, mentoring & motivation of staff and application of people management policies and procedures

- c) The establishment and maintenance of a high performing Portfolio and encouragement of best practice processes to provide the organisation with an excellent Procurement capability that is both efficient and provides sufficient capacity for long-term growth.
  - d) Support a category management approach to procurement that links into the Sales & Marketing teams.
  - e) Ensure that supplier agreements are in place and compliant with all procurement regulations. Define and implement an integrated sourcing and supply strategy to deliver year on year cost and value improvements.
  - f) Ensure that sufficient 'tension' is created in the sourcing and contract negotiation process to achieve best value pricing and terms.
  - g) Establish long-term partnerships with high performance suppliers based on quality, cost, delivery and responsiveness.
  - h) Conduct timely reviews with suppliers to measure performance against contractual standards and performance expectations.
  - i) In close collaboration with the Strategic Procurement Manager develop category strategies and policies linked to business requirements and overall specific company Strategy.
  - j) Liaise with other Public Sector bodies and external stakeholders to ensure that YPO continues to be involved in and shape the emerging public agenda on category projects.
  - k) Effectively manage resource conflicts, policy enforcement, and other critical issues arising from Procurement initiatives and where needed mediate highly complex and sometimes conflicting issues involving multiple groups.
2. To efficiently manage the Category, demonstrating effective leadership, sound participation, teamwork, communication and employee development and motivation and to act responsibly and actively contribute to all operational requirements including customer and supplier issues.
  3. Work with the Strategic Procurement Manager to ensure that effective systems are in place to manage, develop, monitor, evaluate and review performance ensuring that processes and systems integrate effectively with other functions as needed. Ensure that the Category delivers agreed targets and service standards, on time and within budget.
  4. In conjunction with the Strategic Procurement Manager, monitor, assess and respond to business trends and the competitive environment to ensure YPO's continued success.
  5. Manage and appraise Category colleagues through the setting and monitoring of performance targets and standards, to ensure they effectively carry out the key objectives of the Category, encouraging personal development and providing support. Maintain effective relationships with key partners, service providers, stakeholders and customers as business needs required.
  6. To provide professional and technical advice to the Strategic Procurement Manager relating to relevant Category area and Suppliers.
  7. Ensure that all procurement is compliant with both UK and EU legislative requirements.

8. Through personal example and open commitment and clear action, promote equality of opportunity in both employment and service delivery.
9. Develop strong working relationships with colleagues across the organisation and at key suppliers in support of Procurement and cost-management initiatives.
10. To provide professional and technical advice to the Strategic Markets Manager relating to supply chain issues. To work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all departmental procedures and policies.
11. To keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
12. Ensuring that services are delivered in line with relevant legislation, YPO objectives and policies including those relating to Equality and Diversity, Customer Care and Health and Safety.
13. To lead and undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

## 5. Planning and Organising

1. Full buying responsibility for the given category, including contracting.
2. Extensive cross-functional planning particularly with, sales, customer services, operational delivery, and external logistics to ensure effective category development.
3. Continuous detailed analysis and monitoring to track performance against defined objectives.
4. The role will also have responsibility for contributing to in-year business plans and future procurement Strategies, ensuring cohesive and sustainable procurement activity is delivered to meet the needs of YPO customers and assist with strategic planning for Procurement Services and the wider YPO business

## 6. Decision Making

1. Extensive decision-making regarding the service development to meet medium and long-term procurement goals to ensure customer needs are met.
2. There will be a mix of decision-types - from judgement based to precedent/procedure based - and there will be considerable autonomy by the post holder to make such decisions.
3. Any decisions impacting upon the strategic plan would be escalated to the Strategic Procurement Manager.

## 7. Internal and External Relationships

1. Customers representing the wider public sector at all levels of seniority including, but not limited to, Local Authorities, Emergency Services, Government Departments, Educational Establishments, other Purchasing Consortia and Third sector.
2. Senior Officers within YPO.
3. Extensive external relationships with suppliers and trade bodies.
4. Internal relationships, contracts and operations, sales, customer services and marketing.
5. Partnership initiatives with organisations serving the public sector and representatives of private sector organisations.

## 8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
<b>Knowledge</b>			
Full member or studying towards being a member of the chartered institute of purchasing and supply (CIPS) or appropriate professional institute e.g. (ACCM etc.)	x		AF
In depth understanding of public sector purchasing legislation and the current social, economic, legislative and political environment in which they operate		x	AF & I
Knowledge of the Category, procuring complex needs and understanding of the challenges that are faced by the sector.		x	I
<b>Skills</b>			
Customer focused team player with strong judgement and decision-making abilities with excellent communication and interpersonal skills.	x		I
Ability to build, work and maintain effective relationships with senior managers, category team, key partners, service providers, stakeholders and YPO customers.	x		I
Ability to develop and implement effective systems of performance management and measurement	x		AF & I
Proficiency in Administration and MS Office	x		AF
Strong contract drafting, negotiation and associated risk management skills.	x		AF & I
Effective analytical skills.		x	AF & I

Well-developed leadership skills, which foster a positive and motivated organisational culture and proven ability to work as part of an effective team and foster good inter-personnel relationships.	x		I
<b>Experience</b>			
Evidence of high-level performance and achievement in a large complex organisation	x		AF & I
Demonstrate a track record of managing and delivering full end to end collaborative frameworks (or similar) that deliver successful outcomes		x	AF & I
Experience of category specific processes in different areas of the public sector.		x	AF & I

<b>9. Special Features</b>	
<b>Jobholder Signature:</b>	
<b>Manager Signature:</b>	
<b>Date:</b>	