

Job Description



Job Title:	CATEGORY MANAGER
Reports to:	Head of Trading
Grade:	12
Date:	January 2021. Updated November 2021 with new structure and job titles.

1. Job Purpose

- To shape and lead an end-to-end productive category management approach to procurement in YPO.
- To ensure the category specific buying strategy and approach is aligned to the overall procurement strategy.
- Ensure the delivery of high-quality Supplier performance for service delivery, procurement cost (savings target), efficiency, overall growth and profitability.
- Lead by example and encourage the YPO values & ways of working which support the business strategy.
- Collaborate with Sales & Marketing to continuously promote and engage to meet the needs of customers and the market.
- To support and develop YPO's Market capability to achieve efficiencies and ensure sustainable supply capacity to meet changing customer demands.
- The post holder has joint direct line management responsibility for members of staff within the Category.
- 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 range of products under a buying section ensuring items are to a high quality, on time, at the right place to the right customer and in the right quantity. Each section will be set specific margin / on-cost targets along with turnover expectations, which the category manager will ultimately be responsible for.

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 the interim Head of Trading, Business Managers along with other Category Managers within the Trading Department to ensure cohesive procurement strategy is in place for goods and products.

4. Principle Accountabilities

1. Responsibility for the management of the Product and Service framework portfolio including:
 - a) Develop and implement category strategies and plans in conjunction with the Interim Head of Trading and Strategic Business Managers.

- 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 of goods and or service frameworks, 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 and conduct timely reviews to measure performance of suppliers.
 - h) Ensure that the Business Unit Category is compliant with the procurement of all goods and meets both UK and EU legislative requirements, working closely with the YPO QA Team.
 - i) Liaise with other Industry bodies and external stakeholders to ensure that YPO continues to be involved in and shape the Education market on category products
2. Ensure the delivery of high quality Supply Chain performance for service delivery, procurement cost (savings target), efficiency, sales, overall growth and profitability
 3. Work with the Interim Head of Trading and Business Managers 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 Interim Head of Trading and Business Managers, 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 Interim Head of Trading and Business Managers relating to relevant Category area and Suppliers.

7. To provide professional and technical advice to the Interim Head of Trading and Business Managers 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.
8. 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.
9. 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.
10. Accountability for the sourcing of goods both in the UK and globally.

5. Planning and Organising

- Full buying responsibility for the given category, including contracting.
- Extensive cross-functional planning particularly with supply chain, contracts, sales, customer services, operational delivery, and external logistics to ensure effective category development.
- Continuous detailed analysis and monitoring to track performance against defined objectives and KPIs.
- 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 the Trading Department and the wider YPO business.

6. Decision Making

1. Extensive decision-making 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 Business Managers.

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, supply chain, 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
Knowledge			
Full member or studying towards being a member of the chartered institute of purchasing and supply (CIPS) or extensive relevant experience in Procurement.	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
Skills			
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, suppliers, 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
Experience			
Evidence of high-level performance and achievement in a large complex organization	x		AF & I

Demonstrate a track record of managing and delivering full end to end procurement (or similar) within a procurement category that has delivered successful outcomes		x	AF & I
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9. Special Features

Travel across the UK and globally maybe required for this role

Jobholder Signature:

Manager Signature:

Date: