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Senior Category Manager – Capital, Estates & IT

Candidate

**information**

**Job Description**

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| **Post Title: Senior Category Manager – Capital, Estates & IT** | **Post Reference:** |  |
| **Summary of the Role:**  the post holder will be required to develop a strategy to manage the spend Category aligned to the Customers objectives, values and vision. The post holder will use their initiative and apply their experience to manage a range of routine and novel operational and strategic issues to deliver Procurement services to the customer. This will require the analysis of procurement data from multiple sources and working with services across the Trust and with external parties such as Suppliers, Category Towers and NHS Supply Chain.  The post holder will be required to find solutions in accordance with National Procurement Legislation, National and Local Procurement Strategies and Local SFI's. They will be responsible for setting the objectives of the Category Team and prioritisation of workload in accordance with agreed and perceived priorities.  The post holder has responsibility for the strategic management coordination, control and development of an integrated service within 2gether support solutions for its Customer(s). The post holder will provide specialist advice and guidance on procurement and commercial matters to the company and its customer(s). The post holder will devolve operational responsibility to Category Managers as appropriate.  The post holder will support the Associate Director of Strategic Procurement and Managed Equipment Services in the delivery of the overarching Procurement strategy, and associated work plans, relating to all procurement and contract management activity within the Category.  As the Capital, Estates and IT team category lead and expert in this area of non-pay expenditure, the role will manage all activities to ensure the delivery of a professional, efficient, responsive, integrated and client focused procurement service to its internal and external customers.  The role will manage the development and performance of a team of category managers and buyers to support the delivery of service.  In managing the delivery of complex contract spend/projects, the role will use specialist procurement knowledge, category management skills, contract management experience, along with negotiation, influencing and change management skills to maximise cost savings and improve upon cost containment and risk management.  Through managing the development and enhancing the performance of key suppliers, the role will improve on product and service delivery/cost, and by developing the use of category management techniques, contracting and procurement ‘best practice’ and supply chain reviews, the role will actively contribute to the identification, delivery and achievement of cost savings and efficiencies across the contracting process as a whole. | | **Reports to:** **Associate Director of Procurement & Managed Equipment Services** |
| **Base / Location: William Harvey Hospital** |
| **Key Responsibilities** | | **Working Relationships & Contacts** |
| * To develop and deliver a Category Management Strategy that ensures the alignment of procurement activity with the company’s organisational strategy and objectives. * To develop the systems and processes within the Category to track & report savings and benefits achieved by procurement activities. * To consider sustainability and appropriate, cost effective, supply chain strategies that provide opportunities to minimise stock holding, whilst taking account of transactional supply chain costs. * To be responsible for ensuring that all procurement activities operate in full accordance with Procurement Contract Regulations (2015), local regulations, and company policies to include its Standing Financial Instructions. * Development of strategic sourcing strategies that consider all routes to market and appropriate levels of collaboration with local NHS and other Public Sector organisations, as well as National and Regional contracting - Leading on collaborative procurement initiatives. * To maximise contract compliance across the company and develop governance processes and change management strategies to support contract compliance. * To develop a product and services standardisation strategy for the Category, liaising with all key stakeholders through the multi professional sourcing groups governance structure to ensure engagement and agreement with the agreed strategy. * Ensuring continued audit compliance, both internally and externally to meet Local and National compliance standards * To develop and extend the efficiency culture across the company with key stakeholders; recognising the developing commercial culture of the organisation and the part that non-pay contributes to the performance of the service and the income and expenditure of the company whilst continuing to deliver technically appropriate products for * To develop and deliver a Communication Strategy for the Category and deliver a training resource to facilitate the stakeholder self-service model where appropriate. * Development of Supplier and Customer Relationship Management processes within the Category. * Lead and maintain productive relationships with national, regional and specialised procurement agencies as required to support the Category. * Recruitment and development of the Category Management Team, including development of a resource plan that meets the needs of the Category Management Strategy, associated sourcing strategies and operational Workplan. * Line Management responsibility including effective support, training and mentoring to develop the capability of the team. * Development of the Multi Professional Sourcing Groups, drawing on the skills mix and job roles internal to the procurement service, alongside the development of broad clinical and management engagement, within the Category. * Support and assist the Assistant Director of Strategic Procurement in the delivery of the Procurement Services Strategy, providing regular management reports on progress and future opportunities for onward communication to the Management Board and other key stakeholders, deputising as required. * To deal promptly with complaints and concerns from key stakeholders and suppliers on commercially sensitive and complex supply service issues. | |  |

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| **Person Specification:**  **(Please state Essential (E) or Desirable (D)** | | |
| **Knowledge & Skills:**   * Good business acumen, excellent contracting, negotiation and project management skills. (E) * Effective communication, presentation and influencing skills and use of diplomacy/tact in complex environments/situations. (E) * Customer and Supplier Management skills. (E) * Effective leadership, team building and team working skills. (E) * Ability to manage and implement through good organisational skills, complex and difficult projects. (E) * Ability to prioritise and provide innovative and flexible solutions to highly complex service delivery situations. (E) * Good problem solving, delegation and time management skills. (E) * Good adoption of technology and use of MS Office. (E) * A range of tools and techniques to effectively manage multiple stakeholders. (D) * Procurement systems and eTendering systems skills. (E) * Highly developed specialist knowledge and understanding of the Public Procurement regulations 2015 and all statutory regulations related to Procurement and Contracting. (E) * Excellent knowledge of Public contracting and tendering procedures. (E) * Excellent marketplace and supplier/product knowledge. (E) * Good knowledge of contract and procurement law. (E) * Sound understanding of accounting practices and principles. (E) | **Experience**   * Minimum of 3 years senior contracting/procurement management experience within a specialist Category. (E) * A sound background and knowledge in all aspects of supply, contracting, capital procurement processes & electronic procurement systems. (E) * A demonstrable record of achievement against set targets and supply/contracting projects with managing demanding deadlines and workload. (E) * Proven track record of negotiation, tendering and project management experience. (E) * Significant project and change management experience. (E) * Considerable experience of leading a team and working on own initiative. (E) * 3 to 5 years’ experience of Category Management at a senior level. (D) * NHS/Public Sector Experience. (D) | **Qualifications**   * Educated to degree level or equivalent e.g. business studies/management. (E) * Working towards professional qualification – Chartered Institute of Purchasing & Supply (MCIPS). (E) * Evidence of Continued Professional Development e.g. Advanced Negotiation/Contracting/Purchasing/Project Mgt courses. (E) * Professional qualification – Chartered Institute of Purchasing & Supply (MCIPS). (D) |

**Job Role: Essential Health and Safety information**

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| **Does the post involve ?** |  | **Y** | **N** |
| **Confined Spaces?** | A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues. |  | **x** |
| **Driving?** | This means driving a Company Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work |  | **x** |
| **Exposure to Substances Hazardous to Health?** | This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use. |  | **x** |
| **Hand Arm Vibration Exposure?** | This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Estates and Orthopaedic Surgery. |  | **x** |
| **Hand Washing?** | This means washing hands 20 plus times per working day. |  | **x** |
| **Lone Working?** | This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms). | x |  |
| **Manual Handling?** | This means all job roles where there are specific manual handling / patient handling requirements. |  | **x** |
| **Night working?** | This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am). |  | **x** |
| **Noise exposure?** | This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise. |  | **x** |
| **Work at heights?** | A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving. |  | **x** |