

ROLE TITLE: Senior Category Manager

Reports to: Head of Sustainable Procurement

Direct reports including contractors: 2x Advanced Procurement Category Leads

Budget: None

Key relationships:

- Assist the Head of Sustainable Procurement with offering support, advise and guidance in the to the defence category when involving sustainable procurement activity;
- Support the Head of Sustainable Procurement with strategic projects and planning, including defence, new facilities, and large scale programmes, deputising in their absence and at other times acting as advisor in relation to management decisions or other strategic matters involving the procurement department and processes;
- Transfer specialist knowledge from previous experience and provide support, mentoring and guidance to the Advanced Procurement Category Leads and other Procurement Team Members;
- This role involves strategic collaboration and acting as a key point of contact for the main client, suppliers and internal stakeholders, ensuring seamless collaboration, and driving value through supplier performance.

ROLE PURPOSE:

- Role involves sourcing, purchasing, and managing contracts for a wide range of goods, services and, works, from secure construction activity to equipment.
- A strategic role which enables the organisation focus on conducting in depth analysis to fully leverage their procurement decisions on behalf of the NCC and Client Projects.
- Support the Procurement vision by promoting and leading a cultural change across the organisation;
- In the absence of the Head of Sustainable Procurement, act as deputy in relation to the defence sector;
- Be a leading member of the Procurement team working with stakeholders to promote the function and deliver procurement excellence across the organisation
- Responsible for Managing large scale projects and relationships, including defence, and escalating as required.

MAIN ACTIVITIES:

Internal

- Develop procurement strategies, negotiate with suppliers, managing contracts, and ensuring value for money while adhering to regulations
- Manage and undertake procurement activity, and responsible for more complex projects which could involve over threshold regulated tenders, and Single Source Regulations;
- Provide specialist technical advice relating to the whole procurement lifecycle and the defence sector, such as risk management.
- Provide the Head of Sustainable Procurement with advice, guidance and input to the development of business cases for, and not limited to, Defence procurements, consultancy, or wider business needs.
- Identification of process improvement opportunities, and promoting procurement best practice in a complex, multi-site operation.
- Identify and implement process efficiencies, including supporting in the reviewing and improving the current processes, policies and governance;

- Keep abreast of developments in procurement and supply within the public sector and undertake required training so knowledge is current.
- Optimise and manage the supply base and enhance the supply chain compliance;
- When part of a project team, act as procurement lead, establish procurements strategy, engage with internal customers to deliver to project Time, Cost and Quality requirements while ensuring adherence to procurement regulations and internal process and procedures;
- Second the Head of Sustainable Procurement with procurement procedures to ensure that the procurement process is effective and identify any procedural improvements;
- Escalate the risks identified to the Head of Sustainable Procurement as appropriate and provide advice to members of the team on how to identify risk and assist with risk management

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u> ■ Security Clearance SC and eligibility for DV clearance as minimum ■ MCIPS minimum, or suitable commercial equivalent ■ Strong knowledge and experience of the Public Sector Defence industry ■ Substantial experience in a procurement role with proven experience as a Category Manager; ■ Strong commercial skills with the ability to analyse and negotiate best value agreements. ■ Legislation & Procedures ■ Policy & Strategy	<u>Qualifications/Experience</u> ■ A combination of previous experience in both the Public as well as Private Sector. ■ Project management skills ■ Experience of sustainable procurement in practice
<u>Behavioural Competencies</u> ■ Excellent Communication and Negotiation skills. Excellent soft skills ■ Strong influencing skills ■ Team working skills ■ Strategic thinking ■ Stakeholder engagement ■ Ability to build relationships at all levels with external and internal stakeholders ■ Discretion in dealing with confidential matters. ■ High level of attention to detail. ■ Ability to work to tight deadlines and manage conflicting priorities	<u>Behavioural Competencies</u> ■ Versatile, open to cross-category management; ■ Responsible, with leadership qualities.

