LONDON BOROUGH OF HACKNEY



**POST TITLE: Category Manager**

**GRADE: PO6**

**LOCATION: LONDON BOROUGH OF HACKNEY (MAIN CAMPUS).**

**RESPONSIBLE TO: CATEGORY LEAD**

**RESPONSIBLE FOR: Management of procurement project team staff**

**on a regular basis**

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**PURPOSE OF THE JOB**

This post exists to support the efficient and cost effective procurement of externally provided services delivered to, and on behalf of, the Council. This includes the provision of services by independent trading units operated by the Council.

More specifically the post holder will lead on the procurement workstream for a range of major and strategically significant contracts within a designated Category area of expenditure.

Working in liaison with the Project Sponsor and Project Board/Team, support will be provided through:

* The provision of advice to the Project Sponsor and Project Board/Team on the Council’s procurement processes and best practice with regards to the commercial aspects of procurement activities,
* Leading on project management of the procurement work-stream,
* Sourcing the provider,
* Drafting tender and contract documents including support for the development of requirement specification
* Managing the contract award process

The Post holder will be expected to specialise (although not exclusively) on contracting activity within certain categories of spend or certain classes of contract activity so as to gain familiarly with specialist service considerations

**KEY ACCOUNTABILITIES**

* To organise and deliver all work on time and to agreed quality standards.
* To ensure all work undertaken is compliant with Council policies and practice, and statutory requirements.
* To enable a performance orientated approach and culture, for example by drawing up and implementing project plans and work plans to facilitate the achievement of Council and Category strategies and objectives.
* To consistently apply the Council’s Human Resource Standards and Equality Standards. To promote equality of opportunity and collaborative working as appropriate across the Council.
* To have a keen awareness of the role of procurement within the Council’s organisational context, and a commitment to the Council’s organisational values and beliefs.
* To have a keen awareness of the wider picture, including Council’s Corporate Plan and Key Deliverables.
* To communicate in a clear, confident and authoritative manner that is in line with established policies and practices of the Council.

**SPECIFIC SERVICE ACCOUNTABILITIES**

* Using a sound knowledge of procurement best practice, statute and contract case law, Council Standing Orders and Financial Regulations, project manage the procurement work stream for allocated projects, liaising with Council Officers, service users, service providers, specialist advisors (inc. legal, health and safety, financial, and equalities advisors) and other stakeholders as necessary.

* To lead on the most complex contract procurements using well developed skills of personal discretion and judgement.
* Management of other specialist staff for the purposes of the project related work as required.
* To ensure that procurement is undertaken in accordance with the Council’s Standing Orders, relevant legislative requirements and the Council’s service priorities.
* To draft a project plan for each contract, having regard to the needs of the service (and in particular expiry dates of existing contracts and critical start dates for new contracts), the requirements of the procurement process with regard to Standing Orders and Public Procurement Legislation, and workload. To ensure that each project plan is adhered to or adjusted to reflect changed priorities or new developments, making sure that all relevant parties are informed of necessary changes.
* To check with the budget holder that realistic budget provision has been made for each contract, having regard to its whole life costs, before procurement is commenced.
* To advise the Project Sponsor in the identification of a Project Team for each contract (to include operational managers and specialist advisors including legal, financial, health and safety, and equalities advisors, as required).
* To ensure the placement of contract notices in the press and the Official Journal of the European Union (OJEU) as required.
* To oversee and co-ordinate the timely production of all documents necessary for the tender process, including the terms and conditions of contract, service specifications and performance standards, and to liaise with members of the Project Team to ensure that service requirements promote Best Value.
* To act as the contact point for all pre-qualification and tender queries, using judgement to direct queries to appropriate project team members and to determine when responses are commercially significant, requiring notification to all tenderers. Liaising with members of the Project Team as required.
* To co-ordinate the evaluation of pre-qualification questionnaires and tenders by the Project Team, leading on development and the reasonable application of evaluation criteria.
* To liaise with Council Procurement Lawyers, the Council’s operational managers and external and internal providers to draw up agreements for services using appropriate standard forms of contract where appropriate adapted to meet the specific requirements of each service.
* To keep a complete and accurate record of each procurement process through to award of contracts for audit purposes.
* To draft those elements of Cabinet reports, Board or management briefings that deal with sourcing and the recommendation for award tender award within the context of the Council’s Gateway Review system.
* To present progress updates and reports to project team, management and Cabinet meetings as required.
* To ensure that information concerning each contract let is entered into the Contracts Register.
* To provide feedback to unsuccessful bidders as necessary (in writing and face to face) on behalf of the Project Sponsor.
* To lead on defence of the authority’s procurement decisions if challenged by unsuccessful bidders, including preparation of documents for lawyers or other advisors and attendance at meetings and hearings as necessary.
* To promote opportunities for cross authority sourcing though participation and where appropriate leading on consortium procurement arrangements**.**
* In liaison with operational managers, take appropriate action to terminate a contract or remove a provider from a preferred provider list where necessary, ensuring that parties to the contract are dealt with equitably and in accordance with the conditions of the contract and relevant legislation.
* In liaison with operational management, taking a lead on behalf of the Council where a contractual dispute is referred to an arbitrator or legal advisors.
* In liaison with operational management, negotiate price variations, extensions and variation to contracts as required and appropriate, acting at all times within Standing Orders and legislative requirements.

## **General**

* To observe and cooperate fully with the Council’s operational and service policies, including equal opportunities and health and safely.
* To undertake training necessary for the efficient conduct of duties and adherence to Council policies and procedures.
* To work flexibly as part of a team.
* To attend, as required, Council committees and review bodies. This may involve occasional evening work.
* To undertake other duties appropriate to the grade and character of the post as may be reasonably required by the Category Lead.
* To deputise for the Category Lead where necessary in relation to the Post holder’s portfolio of work including deputising on more complex issues and issues relating to the work of other Procurement Officers within the Procurement Service.



| **Category Manager – PO6** | | | |
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| **SKILLS AND ABILITIES** | | **Application (A) Interview (I)**  **Test (T)** | |
| * To be able to act on your own initiative within the remit of the duties of the post, set personal priorities and deliver to deadlines. * To demonstrate a sound ability to analyse and interpret financial information. * Ability to negotiate effectively within a variety of contractual frameworks. * An ability to apply knowledge of contractual law and procurement procedure to produce practical and innovative solutions to meet service demands. * The ability to work proactively whilst recognising key issues that require consultation or direction from senior managers or other stakeholders. * To be able to engage in corporate and collaborative working, influencing others within the organisation. * A team player with good oral and written communication skills with ability to communicate effectively with Members, employees and customers. * Demonstrate personal and professional demeanour which generates credibility and confidence amongst customers, members, chief officers, managers, staff, external partners and other stakeholders. * Ability to influence key decision makers and stakeholders to implement a performance management culture within a team providing diverse and complex specialist services. * Ability to make good relationships with a wide variety of agencies, both within and without the Council. * Ability to acquire new skills and demonstrate a strong commitment to learning/continuous professional development for self. * Political Awareness/Sensitivity and appreciation of the Wider Context. * Demonstrate a good understanding of the Councils Equal Opportunities policy and responsibilities in the carrying out of this post. * Able to evidence the understanding of the corporate objectives including the Councils Corporate Plan and Key Deliverables. * A clear understanding of contractual principles and contract law, statute law with regard to public procurement (especially EU and UK public contracts regulations). * An understanding of Council Standing Orders and Financial regulations in respect of procurement and an understanding of the Procurement Gateway Process. * To demonstrate a sound knowledge of / and ability to use Word, Excel and desirably MS Project. To be able to use other systems as instructed. | | **A & I**  **A**  **A & I**  **A**  **A & I**  **A & I**  **A & I**  **I**  **A & I**  **A**  **A**  **I**  **I**  **A & I**  **A & I**  **A & I**  **A** | |
| **Work Related Experience (including voluntary or unpaid work)** | |  | |
| * Experience of planning, managing and monitoring programmes of work. * Experience of establishing contracts and service agreements, ideally within a local authority context. * Experience of making presentations to management meetings, boards and committees. * Experience of collaborative working with the Council, working collaboratively with other agencies and of negotiating. * Experience of using IT based systems to support decision-making. | | **A & I**  **A & I**  **I**  **A & I**  **A** | |
| **QUALIFICATIONS** | |  | |
| * Good and relevant procurement experience with proven track record of working on complex procurement projects * A relevant professional qualification (e.g. MCIPS) and/or appropriate professional experience * The Council is committed to developing its employees and will support staff wishing to pursue relevant academic/professional studies for their career development. | | **A**  **A**  n/a | |
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**NB: All employees are expected to adhere to the Council’s Diversity & Equality and Health and Safety Policies.**