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| JOB TITLE | Category Manager |
| LOCATION | National, (National Role – Hybrid working available) |
| EMPLOYMENT | Permanent |
| REPORTS TO | Head of Indirect Procurement |

DESCRIPTION OF FUNCTION

The Category Manager is a critical role within the Procurement and Supply Chain team in ensuring that value is delivered to the business. The role works closely with in the Procurement and Supply Chain team, internal stakeholders, external third parties and continuously seeks to improve value delivery through a framework of Category & Supply Chain Management. The role ensures the function is perceived as a positive, significant, value adding integral partner to the business. Involves leading the Procurement and Supply Chain of major strategic contracts, working collaboratively with key internal stakeholders to determine and deliver the Procurement and Supply Chain strategy, and to manage suppliers and external stakeholders in the delivery of best value and lowest risk solutions to meet the businesses needs.

JOB RESPONSIBILITIES & DUTIES

- Delivery of year on year savings and rebates.
- Develop a detailed understanding of key spend areas and subsequently tender, negotiate and award key contracts to the typical value of £5m - £10m.
- Delivery of Procurement and Supply Chain strategies for key spend categories.
- Working collaboratively with key internal stakeholders to determine the needs of the business and developing strategies to deliver these.
- Manage complex internal and external business relationships
- Represent Procurement and Supply Chain within the business and within the wider business community.
- Meet with external stakeholders including the senior management/directorate of suppliers in order to further the strategic goals of the business.
- Represent Procurement and Supply Chain by working with other Central functions in the delivery of key business targets.
- Produce and co-ordinate regular reporting on key spend areas to board members and other key internal stakeholders.
- Provide support and guidance on Procurement and Supply Chain related issues.
- Prepare forecast reports on future market trends to allow for improved business performance against budget.
- Continuous development of self and other team members.
- Remain up to date and provide guidance to team on innovation in Procurement and Supply Chain.
- Develops the team and category to be best in class.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

EXPERIENCE

Essential –

- In depth understanding and application of legal issues such as Contract law, TUPE, Fair Trade etc.
- Knowledge of end-to-end Category Management including market insight, business partnering, negotiation, on-going supplier management and governance.

Desirable –

- Waste and Energy industry knowledge.

QUALIFICATIONS

Essential –

- Strong interpersonal skills and ability to develop/maintain relationships with key stakeholders
- Strong verbal and written communication skills
- Strong influencing skills at senior level
- Experienced in leading and managing teams of people (directly & matrix)
- Strong team player & self-starter
- Ambitious with a desire to succeed.
- Proven analytical skills including ability to gather, interpret complex data, summarise and communicate simply and effectively.
- Clear understanding of Category Management principles
- Commercial Know-How: Managing for value
- Inbuilt desire to drive cost improvement.
- Self starter who can think on their feet, innovative, imaginative and creative.

KNOWLEDGE

Essential

- Substantial relevant experience of procurement including tendering, negotiation and contract management.

Desirable

- Working in PE environment.

SKILLS

Essential

- Degree level or equivalent.
- Level 3 CIPS Qualified minimum.

Desirable –

- Level 4 CIPS Qualified or working towards.