

Job Description

Job title	Category Manager
Profession	Finance
Band	D
Directorate	CFO (Finance)
Accountable to	Senior Procurement Manager

Job Purpose:

The role will focus across multiple categories within the business and ensure that procurement support is aligned to the structure, objectives and culture of the whole organisation, thus becoming an enabler to its business plan, objectives and deliverables.

The role will collaborate with key stakeholders proactively identifying areas where procurement can add measurable value, and to lead solutions in support of strategic goals and improving organisational effectiveness and efficiency. Responsible for delivering the procurement vision and strategy as well as leadership, coaching and general support to other members of the team.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within broad direction set by Head of Strategic Sourcing and Senior Procurement Manager, this role will deliver key accountabilities.

Key Accountabilities:

- Ensure that the business requirements are met and best value is delivered through procurement best practice processes.
- Support category strategies to ensure they are aligned with stakeholders' business plans and operational requirements, whilst managing risk effectively.
- Work collaboratively with the business to fully understand objectives, performance issues, challenges and opportunities in terms of business deliverables against business plan for the coming period.
- Support delivery of a wave plan of procurement activities for your category area(s) taking into account the business objectives and priorities.
- Ensure that all expenditure is identified, routes to market are defined and maverick spend is measured and controlled.
- Act as a Purchase to Pay champion and working with your category areas to ensure compliant spend and reducing/minimising retrospective spend.

- Engage with key internal stakeholders to ensure collaborative delivery of business benefits from progressive procurement to supplier performance management activities.
- Lead supplier engagement and source activities end to end from definition of business requirements, sourcing, tender analysis and negotiation and ongoing supplier performance and life cycle management.
- Implement best in class procurement disciplines and support the continuous development and improvement of these activities within the procurement team and across the business.
- Proactively support the supplier relationship management framework and ensure that its principles are adhered to the supplier lifecycle.
- Manage supplier negotiations and ensure value for money deals are obtained in a professional manner that ensure suppliers are dedicated to high service levels and committed to contribute to SNG's strategic delivery.
- Ensure that all SNG's policies are strictly followed throughout the procurement process and that all procurement is carried out in an ethical and compliant manner.
- Work closely with the Senior Procurement Manager(s), wider procurement team and business to deliver value for money to the business supporting the procurement team in meeting annual procurement savings targets.
- Act as an overall champion for procurement value for money and efficiency across all activities.
- Champion risk management within the business, ensuring risk is understood and relevant mitigation is put in place to protect the business.
- Identify, develop and successfully deliver commercially focused, client-responsive solutions, utilising a range of techniques including consultant methodology and project management techniques.
- Deliver procurement initiatives to the business that contribute to achieving the strategic goals.
- Ensure timely and effective delivery of procurement services to the business, brokering the delivery of service on behalf of business leaders.
- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to SNG's corporate objectives.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.

- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Previous knowledge and experience in a similar role within procurement.
- Extensive experience of managing the commercial performance of procurement contracts.
- Excellent stakeholder management skills with proven ability to engage and influence others to deliver the best outcomes.
- Significant negotiation and supplier management skills.
- Experience in contract drafting and varying.
- Able to demonstrate sound business acumen and robust commercial judgment and advocate best commercial practice.
- Excellent interpersonal skills.
- Organised approach to your workload with the ability to effectively prioritise multiple projects to tight deadlines.

Desirable

- Desire to proactively seek and recommend ways to continuously improve procurement processes.
- Professional and logical approach to problem solving with strong analytical skills.
- Good Microsoft Word, Excel, PowerPoint, SharePoint skills.
- Excellent attention to detail.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4471	Graeme Gilbert	17/06/2024	
2.0				