



Role Profile

Role Title	Category Lead – Estates
Business group and team	Business Services, Procurement
Job Purpose Overview	To assist the Head of Procurement in delivering a strategic procurement service, leading on a portfolio of projects/programmes to develop and deliver a category strategy. Ensuring contract compliance and sustainable cost and quality improvements.
Organisational position	This position reports directly to the Head of Procurement (D6) and has 2 x Category Manager (C4) direct reports

Date Updated	9/11/2020		Updated By	A.D	
Current / Applied Grade	D6	Job evaluation date	1/11/2019	Confirmed grade	D6
Level of Security Clearance	SC DV		DV		

JOB RESPONSIBILITIES

- Accountable for the development of Category Strategies in partnership with all business areas to ensure value and capacity is delivered to meet the short and long term business strategy requirements;
- Be a subject matter expert on the Estates (direct spend) category
- Work with the business delivery teams in designing delivery solutions and determining 'make vs buy' decisions;
- Analyse spend as well as contract analysis, identifying and delivering a programme of savings and efficiencies;
- Promote the development of new ways of working across the whole organisation, pursuing the potential advantages to be gained by the adoption of supplier relationship and category management;
- Play a central role in developing commercial relationships with key suppliers, negotiating on behalf of FCDO Services to secure best value for money on a range of complex and high value procurement projects;
- Monitor and advise senior management in FCDO Services on supply chain business trends and the competitive environment and respond to ensure continued success;
- Attend business senior leadership team meetings providing particular input in relation to procurement and wider commercial planning and issues;
- Contribute to the formulation of the business plan ensuring the inclusion of a supply chain management strategy
- Provide specialist procurement advice and a policy/procedural framework to enable other managers to assess commercial benefits and risks and manage their transactions and relationships with suppliers/contractors effectively;

- Provide specialist procurement guidance and management support for major projects and wider market opportunities, establishing agreement with stakeholders and producing contractual documentation consistent with best practice commercial principles;
- Line management of 2 x C4 Category Managers;
- Effectively manage resources within own team of 2 x Category Manager to ensure timely response to operational requirements and high standards of service delivery;
- Take a lead role and act as mentor to staff in conducting major negotiations and facilitating the development of strategic partnerships with those suppliers providing “critical” services
- Demonstrate detailed knowledge and a sound understanding of the needs and commercial drivers within the business and work with the Head of Procurement to formulate resourcing plans which ensure that the Procurement team has the capability to support FCO Services in delivering their Business Plan;

KNOWLEDGE AND KEY SKILLS

Essential:

- Extensive experience of working within a procurement role;
- Extensive working experience of developing category and procurement strategies with the Estate category;
- Detailed knowledge of supply chains for goods, services and works within the Estate category;
- Working knowledge of Facilities Management
- Demonstrated working experience of Supplier and Market Management;
- Experience of negotiating and building partnerships with suppliers and developing strategic solutions;
- Evidence of managing risk in the supply chain and supply chain development;
- Evidence of Senior Management/Director stakeholder engagement and ability to identify key stakeholders and implement appropriate communications plan;
- Full MCIPS qualified or working towards or equivalent experience;
- Good team working abilities;
- IT literate in Excel, Word, PowerPoint and Project Management software

Desirable:

- Extensive working knowledge of Public Procurement procedures.
- Demonstrated working experience of public sector procurement processes, including drafting OJEU Notices, PQQs and ITT documentation.
- Full MCIPS professional qualification;
- Experience gained within a commercial trading environment;
- Understanding of Central Government procurement systems and standards

CORE BEHAVIOURS

Top three for job:

- Communicating and influencing
- Commercial Awareness
- Delivering at Pace

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Achievement of agreed Category Strategy objectives
- Evidence of input to the Business Planning process, prioritisation of objectives and effective resource planning
- Clear demonstration of core behaviours and encouragement of FCDO Services Core Behaviours throughout the Procurement team; to lead by example
- Stretching Personal Development targets for self and team

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
Y / N	£ 0 per annum	Y / N
Reports to: (Role Title and Grade)	D6 – Head of Procurement	
Direct Reports: (Number and grades of staff)	2 x C4 Category Managers	