

## Strategic Category Manager

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**Department:** Chief Operating Office

**Division:** Commercial Services

**Reports to:** Head of Procurement

**JE Reference:** COO1003.1

**Grade:** 13-14

**JE Date:** 09/12/2020

*This role is a link grade of 13 and 14. Appointees who meet the essential skills, experience and requirements of this role would be a grade 14. Appointees that demonstrate some but not all the essential skills, experience and requirements would be considered at a grade 13 and given development opportunities to reach the higher grade*

### Job purpose

Specialist lead for procurement delivery, providing expert knowledge across high risk categories. Experienced in developing cross-cutting category strategies for business and category areas that maximise value and outcomes. Generating efficiencies and managing commercial risk within the category

Builds and leads an effective category team that develops strategic commercial and procurement initiatives, delivering high quality commercial outcomes across GoJ and proactively seeking innovative supply chain solutions that contribute to the attainment of GoJ strategic priorities

### Job specific outcomes

- Provide deep category insight across specialised areas of spend to ensure GoJ achieve value for money and enhanced commercial outcomes. Delivering a 1-5 year procurement pipelines, which will identify cross cutting category initiatives and enable the design of work packages. Working across the departments to ensure that category strategies and plans are aligned to the commercial strategies and maximise the organisation's buying position whilst contributing to and delivering GoJ strategic objectives. Moving from a reactive to a proactive procurement service that adds value and insight across the GoJ
- Build and develop trusted relationships at a senior level across the organisation interacting with key stakeholders to provide strategic insights on business needs and develop and deliver innovative and fit for purpose contracting and negotiation strategies whilst securing improved value and contractual outcomes for GoJ
- Develop and influence fit for purpose category, procurement and supplier strategies that include innovative, progressive approaches. Securing goods, services and capital projects that align to, and deliver department strategies maximising the impact and value of commercial decisions and improve social value outcomes to Jersey and its residents.
- Direct and lead the research and analysis of market trends and best practice to ensure procurement and procurement strategies and approaches are current, risks are identified, and governance frameworks are effective, and insight is gained through the analysis of costs,

benefits, and supply markets. Providing in-depth analysis of markets and suppliers and provide relevant, up to date and forward-looking commercial insight that allows customers to make informed decisions

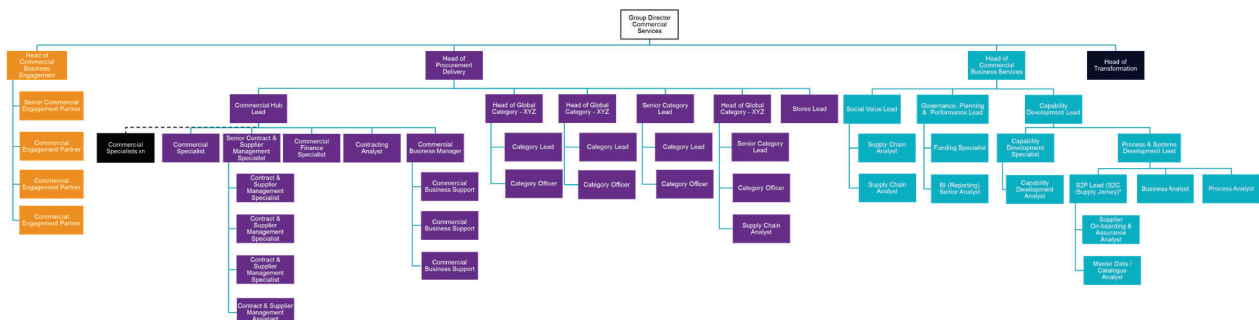
- Ensure Commercial & Procurement play a key role in business development, by developing innovative supply chain solutions that deliver client requirements, identify and mitigate category, procurement and supplier risk
- Ensure on-time delivery of complex, strategic procurement strategies and procurement events that deliver improved value to service users. Providing supply chain assurance to the business, ensuring commercial and service risks are identified, building appropriate mechanisms into contracts to manage the identified risks and ensuring the correct due diligence is in place
- Manage contracts and suppliers in line with the GoJ Supplier Management framework (risk, performance, value). Where appropriate, drive competitive advantage and additional value for GoJ, through collaboration and partnership, fundamental to the delivery of the GoJ strategic agenda, economic and social goals, product/service development and the innovation pipeline
- Ensure strong relationships with key strategic suppliers and stakeholders across GoJ to facilitate the creation and implementation of engagement and change plans and to influence and increase efficiency, value and outcomes in project delivery and supply
- Ensure compliance with all GoJ Commercial policies, standards and processes
- Lead, manage and coach the team and wider business to embed commercial and procurement practices and expertise

### Statutory responsibilities

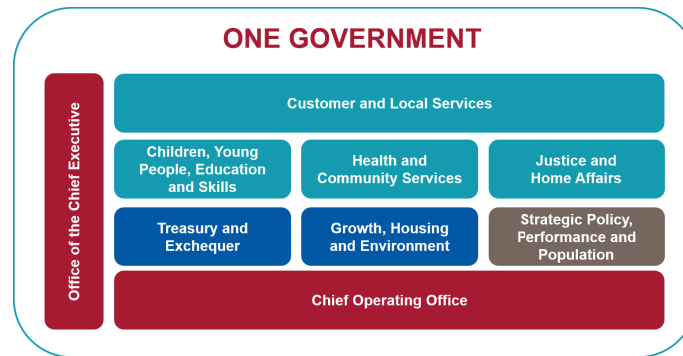
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- *Category Management*
- *Procurement Delivery*
- *Supplier and Contract Management*



## Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Relevant business degree</p> <p>Up to 5 years equivalent experience to the role</p> <p>MCIPS/CIPS qualified (or equivalent experience)</p>	
<b>Knowledge</b>	<p>Knowledge of commercial and procurement principles and best practices. The post-holder will be required to coach others on the subject and peer-review/review work across GoJ to ensure it meets these standards</p> <p>Excellent knowledge of global category management, Supplier /Partner relationship management and contract models that deliver increased value throughout the procurement lifecycle. Through development and implementation of multiple relevant category strategies within large, complex organisations</p> <p>Knowledge of embedding extensive social value into multiple, diverse complex contracts to deliver increased value and outcomes throughout the commercial and procurement lifecycle</p> <p>Possesses a knowledge of relevant commercial legal provisions and processes, coupled with the</p>	<p>Understanding of the Jersey political landscape (how things get done)</p> <p>Understanding of the Government Plan</p> <p>An appreciation of the Team Jersey and One Government vision.</p>

	<p>skills to use this knowledge to draft and manage appropriate contracts. The post-holder will be required to coach others on the subject and peer-review/review work across GoJ to ensure it meets these standards</p>	
<b>Technical / Work-based Skills</b>	<p>Ability to bring together a deep knowledge of the broader business context and understanding of the business priorities, objectives with market and supplier insights to increase value to GoJ throughout the end to end supply chain</p> <p>Excellent analytical reasoning and data analysis to support insight led decision making. With the ability to interpret and present the information to positively influence decision makers across the organisation</p> <p>Ability to achieve enhanced outcomes through complex, senior negotiations that improve GoJ services, value for money, social value, risk management, innovation and deliver sustainable supplier relationships</p>	
<b>General Skills/Attributes</b>	<p>Demonstrable interpersonal skills, with the presence to be a role model for other team members and the confidence to challenge at all levels</p> <p>Ability to build strong credible relationships based on trust, reliability and constructive challenge with GoJ senior business owners, stakeholders and strategic suppliers</p> <p>Ability to bring together a deep knowledge of the broader business context and understanding of the business priorities and objectives with market and supplier insights to increase value to GoJ throughout the end to end supply chain</p>	
<b>Experience</b>	<p>Significant demonstrable experience of developing and implementing complex category strategies within large, complex organisations (preferably within a commissioning environment). Achieving positive outcomes that contribute to the organisation's strategic objectives</p> <p>Significant demonstrable experience of influencing and maximising value from large, complex internal and external commercial relationships in complex businesses that are undergoing significant change programmes</p> <p>Significant demonstrable experience of working in matrix environments undergoing significant</p>	

	<p>business transformation. Influencing stakeholders to achieve the right outcomes for the organisation</p> <p>Significant demonstrable experience of achieving enhanced value for money, social value, risk management, innovation and sustainable supplier relationships through negotiations pre and post award of contracts</p>	
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**Core Accountabilities, Attributes and Behaviour Indicators**

**Delete as appropriate:**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.