

Senior Category Lead

Department: Chief Operating Office

Division: Commercial Services

Reports to: Head of Procurement Delivery

JE Reference: COO256

Grade: CS13

JE Date: 23/09/2020

Job purpose

Drives and supports strategic commercial and procurement initiatives for cross-cutting spend in GoJ. Driving innovative approaches to strategic procurement projects and contracts to support GoJ and the Departments to meet their strategic objectives

Job specific outcomes

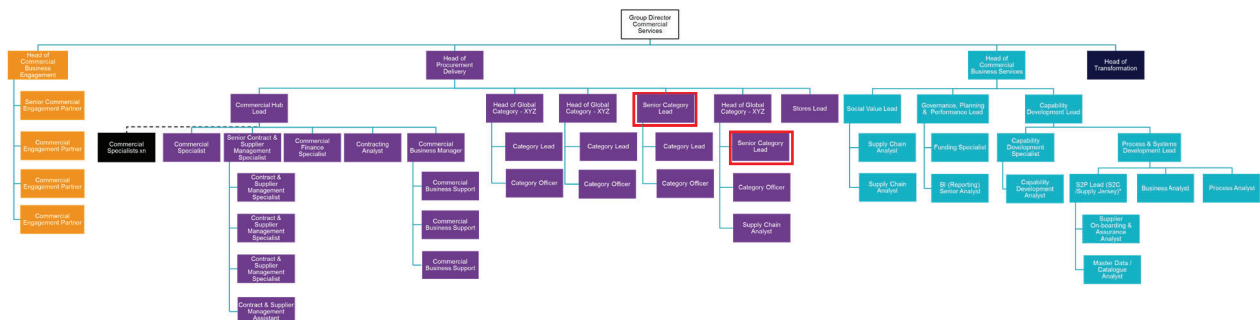
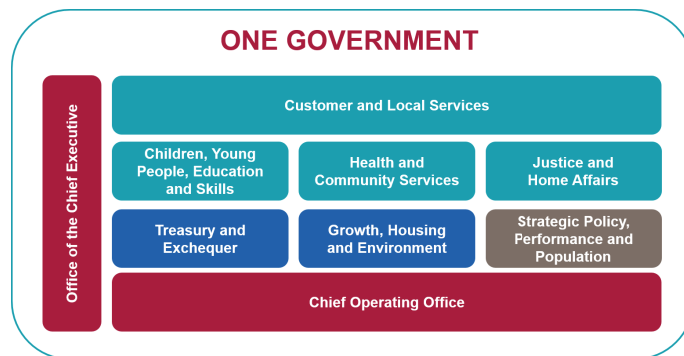
- Provides robust category knowledge and insight across defined areas of spend to ensure GoJ achieve the best possible commercial outcomes. Delivering a 1-5 year procurement pipelines, which will identify category initiatives and enable the design of work packages. Working across the departments to ensure that category strategies and plans are aligned to the commercial strategies, maximising the organisation's buying position whilst delivering GoJ strategic objectives
- Develops fit for purpose category, procurement and supplier strategies that include innovative, progressive approaches to securing goods, services and capital projects that deliver department strategies and improve social value outcomes to Jersey and its residents.
- Conducts robust analysis of markets and suppliers and provide relevant, up to date and forward-looking commercial insight
- Ensures Commercial and Procurement play a key role in business development, by developing supply chain solutions which deliver client requirements and identify and mitigate category, sourcing and supplier risk
- Ensures on time delivery of complex 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
- Develops and delivers innovative and fit for purpose contracting and negotiation strategies whilst securing improved value and contractual outcomes for GoJ whilst fostering a sustainable relationship and ensuring a sustainable commercial relationship
- Manages contracts and suppliers in line with the GoJ Supplier Management framework (risk, performance, value) and, where appropriate, build partnerships to drive improved outcomes for the organisation and service users

- Ensures good relationships with key 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.
- Ensures compliance with all GoJ Commercial policies, standards and processes
- Leads, manages and coaches the team (and coaches the 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.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Relevant business degree</p> <p>Up to 5 years equivalent experience to the role</p> <p>MCIPS/CIPS qualified (or equivalent experience)</p>	
Knowledge	<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 category management, Supplier /Partner relationship management and contract models that deliver increased value throughout the procurement lifecycle. Through development and implementation of multiple category strategies within large organisations</p> <p>Knowledge of embedding social value into multiple 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 skills to use this knowledge to draft and manage appropriate contracts</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>
Technical / Work-based Skills	<p>Ability to bring together 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>Good 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>	

<p>General Skills/Attributes</p>	<p>Demonstrable interpersonal skills, with the presence to be a role model for other team members and the confidence to challenge.</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 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>	
<p>Experience</p>	<p>Significant demonstrable experience of developing and implementing category strategies within large, 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 complex internal and external commercial relationships in businesses that are undergoing significant change programmes</p> <p>Significant demonstrable experience of working in matrix environments undergoing significant 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>	

Core Accountabilities, Attributes and Behaviour Indicators

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 4 core accountabilities attributes and behaviour indicators.