

Category Officer

Department: Health and Community Services

Division: New Healthcare Facilities Programme (NHFP)

Reports to: NHFP Commercial Manager

JE Reference: HCS1334

Grade: Linked CS08 – CS09

JE Date: 15/11/2024

Job purpose

Support the delivery of NHFP specific projects in line with category, procurement and supplier strategies.

This role is a link grade of 8 and 9. Appointees who meet the essential skills, experience and requirements of this role would be a grade 9. Appointees that demonstrate some but not all the essential skills, experience and requirements would be considered at a grade 8 and given development opportunities to reach the higher grade.

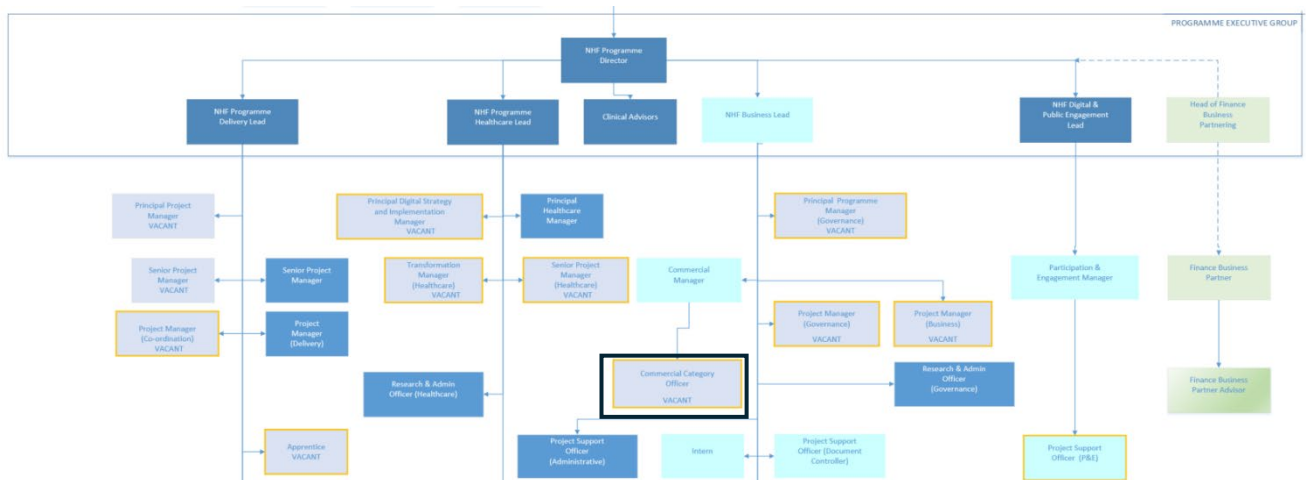
Job specific outcomes

- Supports the team to administer NHFP procurement activities. Engaging the departments to ensure category strategies align to the department's strategy and enhance outcomes for the organisation.
- Delivers operational projects to the required standard, ensuring stakeholder deadlines are met and the projects deliver the desired outcomes. Ensuring compliance with GoJ procurement regulations and procedures.
- Support the team in the delivery of strategic commercial and procurement activities to ensure deadlines are met and that the projects deliver on their outcomes
- Monitors risks relating to own activities and projects and feeds back / escalates to team lead where appropriate
- Supports other team members in the execution of analysis and research activities to support the NHFP.
- Supports the team with the storage and management of procurement information for ease of access and re-use.
- Adapts their working style to different team members to support team goals.
- Supports the gathering, co-ordination, preparation and delivery of information and adhoc reports.

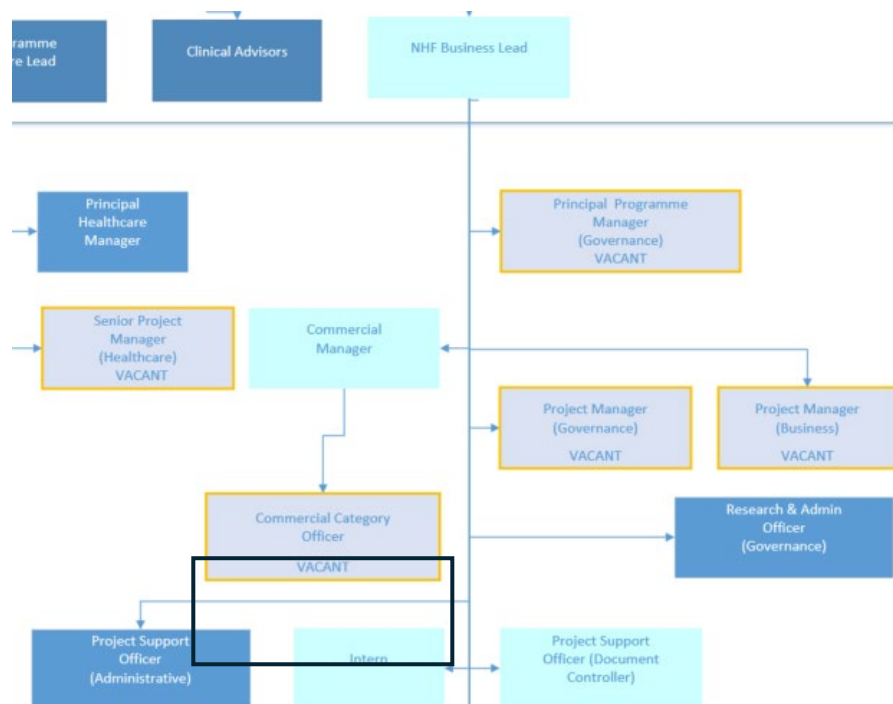
- Maintains good customer and supplier relationships and ensure that communication channels between the NHFP and suppliers are open and efficient.
- Supports the team with supplier and contract management activities to drive improved outcomes and value for both parties
- Any other duties as required by the line manager that are commensurate with the role and in support of the Government of Jersey

Statutory responsibilities

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



Organisational structure



Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Relevant qualifications or equivalent experience in commercial and procurement principles and best practices	
Knowledge	Awareness of commercial and procurement principles and best practices.	Understanding of the Jersey political landscape (how things get done)
	<p>Awareness of category management, Supplier /Partner relationship management and contract models that deliver increased value throughout the procurement lifecycle.</p> <p>Awareness of how to build social value in contracts that delivers increased value and outcomes throughout the commercial and procurement lifecycle</p> <p>Possesses a knowledge of relevant commercial legal provisions and processes</p>	<p>Understanding of the Budget</p> <p>An appreciation of the Government vision.</p>
Technical / Work-based Skills	<p>Ability to bring together a knowledge of the business context and understanding of the business priorities, objectives with market and supplier insights</p> <p>Basic analytical reasoning and data analysis to support insight led decision-making. With the ability to interpret and present the information</p> <p>Ability to achieve outcomes through negotiation that improve cost, quality and risk management processes for GoJ</p>	
General Skills/Attributes	<p>Demonstrable interpersonal skills, with the presence to be a role model for other team members</p> <p>Ability to build credible relationships based on trust, with operational stakeholders and suppliers</p> <p>Ability to bring together knowledge of the 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>	

Experience	<p>An appreciation of developing category strategies, project pipelines and procurement principles</p> <p>Experience of delivering projects for stakeholders</p> <p>An appreciation of negotiating tactics that improve outcomes and lead to sustainable supplier relationships</p>	
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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 6 core accountabilities attributes and behaviour indicators.