

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

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| Job Title: | Category Officer |
| Grade: | 10 - 11 |
| Hours: | 37 |
| Team: | Procurement and Contract Management |
| Service Area: | Finance |
| Primary Location: | Home Based but also Oxford Offices (with county wide travel) |
| Budget responsibility: | N/A |
| Responsible to: | Category Manager |
| Responsible for: | N/A |

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

The role of procurement and contract management is to support the Council, and the wider public sector system in Oxfordshire, to deliver effective and consistent services and ensure that products and services purchased from suppliers represent value for money.

We work with our Residents, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery vehicles.

We drive continuous improvement so we can be even more ambitious for our organisations and communities in the future.

We support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately, apply insight and manage markets to ensure the delivery of effective services for our local people.

We learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.



Reporting to an assigned Category Manager the postholder will undertake the delivery of key procurement and contract management activities within a specific level 2 spend category, to support the delivery of a range of procurement and contract management activities including tender document preparation, tendering, contract monitoring and contract administration.

The post holder will work closely with Commissioners, Service Leads and other members of the Category Team to ensure that the products and services purchased within the specific level 2 spend category represent value for money.

The post holder will work with Category Officers and Procurement and Contract Management Officers to deliver agreed procurement and contract management activities in relation to the specific level 2 spend category.

The post holder will be required to develop a broad, technical, procurement and contract management skill set in order to support the delivery of these activities and will be given the required training, coaching and mentoring to do this.

The role will require joint working with other Council Directorates, Officers, Suppliers, Communities and other Partners, therefore being able to build working relationships and communicate effectively is important.

This is a split-graded post. It is expected that the post holder will be studying towards CIPS Level 4 Diploma in Procurement and Supply, whether self-study or through an Apprenticeship scheme. Once the post holder has gained this qualification, and assuming that performance reviews are satisfactory, the post holder will advance to Grade 11.

Grade 11 post holders will be given opportunity to demonstrate their management experience, both in mentoring more junior members of the team and in managing the wider team through a procurement project, to prepare them for potential promotion to Category Manager roles. Grade 11 post holders will also have the option to study for Level 5 and Level 6 CIPS, via self-study or via Apprenticeship (when this is introduced) should they wish to do so.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

Function Leadership

- To act as a professional adviser on procurement and contract management matters to Service Leads and other Officers for specific level 2 spend category, supporting effective decision making in relation to the procurement of goods and services from suppliers.

Strategy and Decision Making

- To work with Commissioners and Service Leads across the Council to drive the development of a sub-category strategy for a specific level 2 spend category ensuring that this is consistent with the broader category strategy owned by the relevant Category Manager.

Relationships and Stakeholder Management



- To build effective working relationships, relating to specific level 2 spend category, across the Council, their suppliers and other partners which deliver effective and consistent services, and which represent value for money.
- To work with Commissioners and Officers across the Council to deliver of procurement and contract management activities for their specific level 2 spend category.

Technical / Professional

- To deliver procurement and contract management activity for their specific level 2 spend category across the Council, ensuring the effective and efficient delivery of the required outcomes and benefits.
- To support the Category Manager in ensuring that the Council are compliant with the requirements of the Contract Procedure Rules and the European Procurement Directives (or replacement) and all legislative requirements associated with the procurement of goods and services within a public sector organisation for their specific level 2 spend category.
- To contribute to the development of advice, written reports and briefings relating to procurement and contract management activity, for specific level 2 spend category. as directed by the relevant Category Manager.
- To adopt and champion the joint Procurement and Contract Management function's new ways of working (including the governance framework, policies, processes and procedures) as set out as part of the Procurement and Contract Management function design approved by Chief Executives Direct Reports (CEDR) in June 2020.
- To use eTendering systems (ProContract) and procurement planning system (Atamis) to ensure that procurement pipeline, tender management and contracts records are effectively loaded and kept up to date.
- To undertake contract monitoring and contract administration related tasks, plus, management of dynamic purchasing systems including the review of applications of additional DPS providers.
- To support, and lead where appropriate, the development of Tender Documents, as directed by the relevant Category Manager, ensuring terms and conditions of large complex tenders and contracts cover all necessary aspects, and reflect the goods and services required.
- To support, and lead where appropriate, the production of post-tender evaluation reports for use by Senior Officers that recommend the award of contracts based on best value for money principles.
- To support the relevant Category Manger to identify opportunities for continuous service improvement within their specific level 2 spend category.
- To adopt and champion best practice methodologies and toolkits that supports consistent and quality delivery of Procurement and Contract Management activity which in turn will support the Council to achieve its strategic business aims.
- To contribute knowledge and new ideas that supports the Council to think about and deliver services differently within specific level 2 spend category.

Ad Hoc



- To undertake any other duties commensurate with the grading of the post.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria

Assessed By:

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| <p>Grade 10 – Actively studying for, or a willingness to study for, the CIPS Level 4 Diploma in Procurement and Supply, whether via self study or via an Apprenticeship route, should the Officer wish to be promoted to a Grade 11. Should the Officer not wish to study for the CIPS Level 4 Diploma in Procurement and Supply then they will be restricted to Grade 10.</p> <p>Grade 11</p> <p>If not already held the post holder will be appointed to Grade 11 upon completion of their CIPS Level 4 Diploma in Procurement and Supply, providing their performance review is also satisfactory.</p> <p>If desired Individuals will also be encouraged and supported to study for, the CIPS Level 5 Advanced Diploma, and the Level 6 Professional Diploma, in preparation for attaining full membership of the Chartered Institute of Purchasing and Supply (MCIPS) which will give them the opportunity to demonstrate their management experience, both in mentoring more junior members of the team and in managing the wider team through a procurement project, this will then prepare them for potential promotion to Category Manager roles in the future.</p> | <p>A, D</p> |
| <p>Procurement and contract management work experience spanning at least 5 years , ideally in the public sector, with evidence of successful delivery across the procurement and contract management cycle.</p> | <p>A, I</p> |
| <p>Experience of managing strategic commercial relationships with key suppliers and major contractors within the specific level 2 spend category.</p> | <p>A, I</p> |
| <p>Good knowledge of category management, strategic procurement processes and contract management including emerging practices.</p> | <p>A, I</p> |



| | |
|---|------|
| Experience of delivering against third-party spend savings targets, in areas relevant to the specific level 2 spend category. | A, I |
| Significant knowledge and understanding of procurement and contract management policy, practices, procedures and legislation. | A, I |
| Professionally and technically competent, and confident to advise Senior Officers on procurement and contract management matters relating to their specific level 2 spend category. | A, I |
| Evidence of knowledge of current and potential industry challenges, changes, developments and trends across their specific level 2 spend category. | A, I |
| Ability to communicate effectively and build relationships with stakeholders including Suppliers, Partners and Communities. | A, I |
| Analytical and problem-solving skills with demonstrable ability to analyse, synthesise and present issues to individuals, small and large groups. | A, I |
| Key Behaviours <ul style="list-style-type: none"> • Takes ownership and accountability for their personal performance. • Builds strong relationships and networks, takes a collaborative approach with colleagues and stakeholders. • Role models a positive, can-do attitude with a continuous improvement mindset. • Is curious and actively seeks out emerging practices and development opportunities. • Supports a strong team culture, empowering team members and supports team member's learning and development. • Communicates and collaborates pro-actively. • Displays informed decision making • Promotes a blameless culture. • Resilient, determined and confident • For Grade 11 post holders, to demonstrate the ability to mentor and develop more junior members of the procurement team, and in managing the wider more complex project environment. | I |

Desirable Criteria

Assessed By:

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| Experience of programme management | A, D |
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Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

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| <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check |
| <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List | <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List |
| <input type="checkbox"/> Standard Disclosure and Barring Service check | <input type="checkbox"/> Basic Disclosure |



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|---|--|
| <input type="checkbox"/> Disqualification for Caring for Children (Education) | <input type="checkbox"/> Overseas Criminal Record Checks |
| <input type="checkbox"/> Prohibition from Teaching | <input type="checkbox"/> Professional Registration |
| <input type="checkbox"/> Non police personnel vetting | <input type="checkbox"/> Disqualification from Caring |
| <input type="checkbox"/> Other (please specify): | |

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| <input type="checkbox"/> Provision of personal care on a regular basis | <input type="checkbox"/> Driving HGV or LGV for work |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis | <input checked="" type="checkbox"/> Restricted postural change – prolonged sitting |
| <input type="checkbox"/> Lone working on a regular basis | <input type="checkbox"/> Restricted postural change – prolonged standing |
| <input type="checkbox"/> Night work | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input type="checkbox"/> Rotating shift work | <input type="checkbox"/> Manual cleaning/ domestic duties |
| <input type="checkbox"/> Working on/ or near a road | <input type="checkbox"/> Regular work outdoors |
| <input checked="" type="checkbox"/> Significant use of computers (display screen equipment) | <input type="checkbox"/> Work with vulnerable children or vulnerable adults |
| <input type="checkbox"/> Undertaking repetitive tasks | <input type="checkbox"/> Working with challenging behaviours |
| <input type="checkbox"/> Continual telephone use (call centres) | <input type="checkbox"/> Regular work with skin irritants/ allergens |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks | <input type="checkbox"/> Work with vibrating tools/ machinery |
| <input type="checkbox"/> Work involving food handling | <input type="checkbox"/> Work with waste, refuse |



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| <input type="checkbox"/> Potential exposure to blood or bodily fluids | <input type="checkbox"/> Face-to-face contact with members of the public |
| <input type="checkbox"/> Other (please specify): | |

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

