

IT PROCUREMENT CATEGORY MANAGER

JOB DESCRIPTION



SALARY	£50,000 - £55,000
LOCATION	Leeds or London
WORKING PATTERN	Full time (37.5 hours per week), Hybrid
DEPARTMENT	Corporate Services - Procurement

PURPOSE

Reporting to the Senior IT Category Manager, the Procurement Category Manager will

- Manage IT Procurement opportunities to ensure best value through the formulation and implementation of category and strategic sourcing strategies.
- Contribute and shape initiatives that supports the Procurement Centre of Excellence
- Support and empower colleagues to delivery procurement activities in line with the Procurement Prioritisation Process and Procurement Policy to achieve business objectives.

ACCOUNTABILITIES & RESPONSIBILITIES

Operational

- Lead Category opportunity assessment and the formation of category and sourcing strategies.
- Responsible for leading end-to-end procurement process for strategic tenders (P1), securing buy-in from stakeholders to ensure the strategic goals and objectives in all stages of the procurement cycle are achieved.
- Develop the capabilities and competencies by applying the disciplined Procurement Prioritisation Process.
- Support across MPS Divisions to leverage the capabilities of third parties and ensuring effective and robust supply chain due diligence and governance.
- Shape and deliver the Procurement Strategy and support the delivery of the Corporate Services and Divisional strategy.
- Develop relevant processes and systems to improve working practice to provide continuous improvement for the MPS Group.
- Ensure compliance, continuous improvement and enable the delivery of a sustainable Procurement.
- Delivering Value for Money as part of Category Management and Strategic Sourcing processes.

Financial

- Embed world class Category Management and lead the management of UK and International procurement, to ensure that these are operating effectively and provide the best value to the MPS and the members of MPS.
- Manage and develop the production of metrics from third parties and organisational data sources to inform business decisions and actions which results in a measurable improvement in business performance and trends.
- Contribute to cost savings targets, cost avoidance, and initiatives aligned to the Procurement Cost Drivers that increase efficiency whilst maintaining performance and risk management.
- Support Contract Owners with Supplier Relationship Management (SRM) principles, and shape how these are administered by Divisions throughout the supplier lifecycle ensuring compliance of third parties against contract terms and alignment to agreed budgets.

Member

- Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed to drive operational efficiency.
- Deliver on KPIs, financial targets and great member experience and outcome.

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- Support the development and delivery of all necessary systems, policies and procedures which enable value for money for Members.
- Always deliver fair treatment and outcomes for Members and compliance with associated policies and standards set out by Council, its committees, and delegated authorities.

People

- Develop colleague understanding of relevant processes and policies through on-going dialogue with colleagues and through periodic workshops.
- Maintain a strong culture of compliance across all procurement processes, challenging if required to ensure processes are followed across the business
- Build and maintain positive relationships with a wide range of stakeholders taking a collaborative approach to ways of working and problem solving.
- Take personal accountability for own training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and comply with all law, governance, policy standards and processes.
- Demonstrate the capabilities aligned to the Leadership Framework.
- Contribute to the development of procurement knowledge and expertise within Procurement Team and the wider business
- Provide supervision and guidance to the Procurement Assistant
- Take learnings from all Quality Monitoring, Outcome Testing and Audit results to enhance the performance and quality service and outcomes for yourself and wider business.

Risk

- Ensure appropriate business processes and controls are in place to support Change activity within risk appetite; comply with policies and regulatory requirements (as applicable).
- Contribute to an environment where all colleagues recognise the importance of adherence to policies and procedures, risk identification and management.
- Identify and report risks and issues identified across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues.
- Adhere to business processes and controls which are in place to manage the Department within risk appetite; comply with policies and regulatory requirements (as applicable)
- Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to Health & Safety, Data Protection, and IT Security.

Other

- Deliver on agreed strategic procurement projects across MPS Group, aligned to business strategy and supporting the financial security of the membership fund whilst enabling sustainable growth.
- Manage delivery of category management objectives and develop contract management protocols and performance metrics across the Organisation.
- Manage delivery of agreed strategic procurement projects.
- Lead on contractual and commercial negotiations.
- Work with the wider business to ensure best procurement solutions are achieved and ensuring that procurement is conducted in compliance with all relevant UK and International legislation.
- Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role
- Participation in internal discussions and influencing policy and procedural changes that impact on the service delivery
- Participate in MPS Committees and sub-groups

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- Adherence to Procurement Policy and controls set up to manage
- Reporting of Procurement Key Risk Indicators

PERSON SPECIFICATION

Knowledge & Qualifications

- Detailed knowledge of procurement practice, legislation, supplier, and contract management
- Knowledge and experience of Procurement Systems functionality.
- Proficient IT skills including MS Word, MS Excel, and MS PowerPoint, and comfortable with numerical reasoning.
- CIPS - MCIPS qualification (or equivalent) (*)

Skills

- Detailed understanding of Contract Law and terms and conditions of Contract.
- Analytical skills and strong commercial acumen.
- Ability to work to tight deadlines.
- Excellent attention to detail
- Ability to engage and challenge at all levels; strong influencing skills coupled with tenacity and resilience.
- Excellent communication and influencing skills to liaise with stakeholders at varying levels.
- Be able to mentor and provide commercial guidance to relevant category colleagues and wider stakeholders.
- Be a self-motivator, but also able to work well as part of a team and have a strong hands-on approach.

Experience

- Minimum of 2 years IT sector experience
- Significant Category Management experience and outstanding strategic sourcing and contract management expertise
- Strong background in managing and co-ordinating the delivery of a category strategies.
- Experience of developing and maintaining procurement activity.
- Proven track record in expert negotiation and supply relationship management.
- Detailed understanding of procurement processes and procedures.
- Experience of vetting third parties and analysing contracts.
- Experience in handling confidential information and communicating clear messages internally and externally.
- Previous experience of transformation and change. (*)
- Experience of operating in a complex, commercial, multi-divisional organisation (*)
- Comfortable working with complex contract and procurement documents. (*)
- Supplier Relationship Management experience (*)

All points marked with (*) are desirable and are not essential to the position.

We welcome applicants from all backgrounds, and we encourage you to apply even if you feel you do not match 100% of the technical requirements. Medical Protection Society prides itself in being a collaborative, forward-thinking and inclusive employer where everyone can be themselves and embrace each other's unique individuality, background or heritage.