CAREER PROGRESSION FRAMEWORK: CATEGORY MANAGEMENT

Job Title	Development Route	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Category Support Officer Range 3	Apprenticeship	• Provide procurement support advice to services within the authority to ensure consistency, transparency, and equality in the work we do. • Contribute to the delivery of cash and efficiency savings to the authority to ensure the continued delivery of our vital public services. • Support the identification and realisation of additional benefits that can be achieved through third party spend to reduce our overall financial expenditure where possible. • Undertake spend analysis and forward planning work to mitigate maverick spending and ensure the continuity of services. • To correctly utilise frameworks to maximise our purchasing power.	Required for this level. **<u>Qualifications</u>** A minimum of 5 GCSEs at grades 4-9 including Maths and English, or equivalent. Willingness to work towards NVQ level 3 in business administration	In addition to level 3A **<u>Qualifications</u>** NVQ level 3 in business administration Willingness to work towards Chartered Institute of Procurement & Supply Qualification (CIPS) level 3.	In addition to levels 3A and 3B **<u>Qualifications</u>** Working towards a Chartered Institute of Procurement & Supply Qualification. (CIPS) (Minimum level 3)
			<u>Knowledge</u> • General understanding of what procurement is and its purpose within an organisation.	**<u>Knowledge:</u>** • Awareness of the Procurement Act 2023. • General understanding of the Council's Contract Procedure Rules. • Detailed understanding of the Council's electronic procurement system. • Knows how this role contributes to the delivery of cash and efficiency savings to the authority.	**<u>Knowledge</u>** • General understanding of the Procurement Act 2023. • Detailed understanding and application of the Council's Contract Procedure Rules. • Knows how to support the identification and realisation of additional benefits that can be achieved through third party spend
			<u>Skills</u> • Proficient in the use of Microsoft Word, Excel, Teams and Outlook. • Has an ability to communicate using a variety of methods to a variety of stakeholders	**<u>Skills:</u>** • Able to advocate the importance of procurement within an organisation. • Ability to analyse and interpret a range of information and situations. • Use of developed communication skills to present information in an understandable way. • Expert in the use of the e-procurement system • Ability to correctly interpret policies/rules and provide understandable support to services based on them. • Ability to work independently within defined procedures.	**<u>Skills</u>** • Ability to apply practical and procedural procurement knowledge to create solutions. • Cognisant of how and when to escalate situations which require further intervention. • Able to undertake spend analysis and forward planning work to mitigate maverick spending and ensure the continuity of services. • Able to correctly utilise frameworks to maximise the Council's purchasing power
			<u>Experience</u> • Has experience of working within and supporting teams. • Previous experience of working in an office environment.	**<u>Experience:</u>** • Experience of successfully working in the role or a similar role for a minimum of 18 months • Has successfully delivered multiple projects across various directorates/areas in compliance with the Council's Contract Procedure Rules. • Experience of providing general procurement information, advice, and	**<u>Experience</u>** • Experience of successfully delivering (or supporting the delivery of) Public Sector procurement in compliance with the Procurement Act 2023 (as amended). • Has experience of supporting the identification and realisation of additional benefits that can be achieved through third party spend

				guidance on internal procedures to stakeholders.	• Experience of contributing to the delivery of cash and efficiency savings to the authority
Job Title	**Development Route**	**Duties**	**Level A (Developing)**	**Level B (Practising)**	**Level C (Accomplished)**
Category Manager Range 7	Continued professional development	• Provide professional procurement support to all services within the authority to minimise the risk of challenge and ensure consistency, transparency, and equality in the work we do. • Contribute to the delivery of cash and efficiency savings to the authority, to ensure the continued delivery of our vital public services. • Support the identification and realisation of outcomes and benefits achieved through third party spend to reduce our overall financial expenditure where possible. • Manage and monitor projects effectively and efficiently to illustrate value for money as well as performance amongst our contractors. • Provide consistently high levels of expertise in procurement with an understanding of contract management practice to be shared across the Council. • Identification/utilisation/ establishment of frameworks to maximise our purchasing power. • Identify and suggest external markets to enable the council to secure efficiencies. • Responsible for reviewing the council's procurement processes to make sure that this is streamlined and provide reassurance the correct processes are being implemented across all service areas. • Overview of procurement activity across the category to spot synergies and potential	Required for this level (in addition to all previous levels) **Qualifications:** • Registered with or studying towards membership of the Chartered Institute of Procurement and Supply (CIPS) at least level 4 - or three-years senior experience in a procurement function	In addition to level 7A **Qualifications:** • Completed all academic training for relevant required qualification (CIPS) to Level 5- or five-years senior experience in a category management function	In addition to levels 7A and 7B **Qualifications:** • A registered fully qualified member of the Chartered Institute of Procurement and Supply, or Minimum 4 years' experience in post working as a category manager.
			Knowledge • A working understanding of the Procurement Act 2023 (as amended). • Good understanding of project management methodology or capable of demonstrating equivalent knowledge through experience	**Knowledge** • A developed understanding of the Procurement Act 2023 (as amended). • Awareness and proper application of Medway Council's governance and delegation processes. • The access to and knowledge of the proper application of a range of different external framework suites to meet Medway's needs. • An understanding of Council's policies and procedures relevant to the role.	**Knowledge** • Strategic understanding of the Procurement Act 2023 (as amended) inclusive of the various procedures and ability to propose solutions to meet needs.
			Skills • Proficient in the use of Microsoft Word, Excel, Teams and Outlook • Ability to accurately conduct manual calculations, report writing and presenting complex information on a range of different activities. • Ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues. • Able to manage and monitor projects effectively and efficiently • Able to correctly utilise frameworks to maximise the Council's purchasing power • Should have the ability to undertake complex negotiations within an agreed framework	**Skills** • Ability to use developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences. • Practical interpretation and application of the Council's constitution, specifically the Contract Procedure Rules. • Ability to analyse and interpret varied and complex information and develop strategies and solutions for long term plans.	**Skills** • Ability to lead on and initiate negotiations with suppliers in compliance with the Procurement Act 2023. • Evidenced ability to strategically work within a team of professionals to collectively achieve greater outcomes though communication and collaboration.
			Experience	**Experience**	

		collaborations to improve service delivery. • Constructively challenge stakeholders across the category, regarding procurement activity and suggest and advise on alternative delivery models. • Responsible for stakeholder engagement and management to ensure all projects are adequately resourced. • Responsible for providing technical support and guidance to the Category Support Officers within the Category Management team. • Responsible for the identification and delivery of frameworks within category to meet Medway's need and generate a financial income from other public bodies.	• Successful delivery of professional procurement support in a previous role • Experience of working with governance processes in a procurement context. • Experience of preparing and presenting both presentations and reports to all stakeholders. • Demonstrable experience of supporting the identification and realisation of additional benefits that can be achieved through third party spend • Ability to deal with high levels of work-related pressure, for example, from deadlines, interruptions, or conflicting demands. • Experience of managing others including undertaking supervision and appraisal discussions.	• Proven ability of running both Procurement Act 2023 compliant and sub threshold tender exercises using e-tendering solutions. • Proven track record as a Procurement professional of delivering year on year savings and/or efficiencies • Experience of identifying, devising and delivering training to both procurement specialists and client functions • Experience of attending and advising committees • Able to run both Procurement Act 2023 compliant and sub threshold tender exercises using e-tendering solutions • Working practice of Medway Council's tender documentation.	**<u>Experience</u>** • Experience of negotiating and managing contracts to achieve efficiencies. • Champion the role of category management and able to establish credibility as the lead operational contact for issues regarding their areas of responsibility with internal and external stakeholders.