# Job Description

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| Job title | Category Management Support Officer |
| Directorate | BUSINESS : Business Support |
| Division | Category Management |
| Range | MPR 3 |
| Reports to | Head of Category Management |

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## Main purpose of the job:

The Category Support Officer will be responsible for providing a range of procurement support services across all of Medway Council's areas of spend. They will primarily be responsible for actively engage with, provider support to, and assisting with, the successful delivery of our low value/low risk contracts.

Liaise with stakeholders in a way that promotes the vision and values of the Council.

## Accountabilities and outcomes:

i. Provide procurement support advice to services within the authority to ensure consistency, transparency and equality in the work we do.

ii. Contribute to the delivery of cash and efficiency savings to the authority to ensure the continued delivery of our vital public services.

iii. Support the identification and realisation of additional benefits that can be achieved through third party spend to reduce our overall financial expenditure where possible.

iv. Undertake spend analysis and forward planning work to mitigate maverick spending and ensure the continuity of services.

v. To correctly utilise frameworks to maximise our purchasing power.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.



To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

## Organisation:

This role reports to the  Head of Category Management.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

# Person Specification

All criteria at level A are considered essential unless stated otherwise.

## Qualifications

### Level A

- Good general level of education with GCSE or equivalent in Maths and English.

### Level B (in addition)

- NVQ level 3 in business administration or experience of successfully working in a similar role within another organisation.

### Level C (in addition)

- Possess or working towards a Chartered Institute of Procurement & Supply Qualification.

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## Knowledge

### Level A

- A general understanding of procurement and its purpose.

### Level B (in addition)

- 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.

### Level C (in addition)

- General understanding of the Public Contracts Regulations 2015.
- Detailed understanding and application of the Council's Contract Procedure Rules.

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## Experience

### Level A

- Has experience of working within and supporting teams.

### Level B (in addition)

- 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 guidance on internal procedures.

### Level C (in addition)

- Experience of successfully delivering (or supporting the delivery of) Public Sector procurement in compliance with the Public Contracts Regulations 2015 (as amended).

## Skills

### Level A

- Proficient in the use of Microsoft Word, Excel and Outlook.
- Has an ability to communicate using a variety of methods to a variety of stakeholders.

### Level B (in addition)

- Able to advocate the importance of procurement within an organisation.
- Ability to correctly interpret policies/rules and provide understandable support to services based on them.
- Ability to analyse and interpret a range of information and situations.
- Use of developed communication skills to present information in an understandable way.
- Ability to work independently within defined procedures.

### Level C (in addition)

- Cognisant of how and when to escalate situations which require further intervention.
- Ability to apply practical and procedural procurement knowledge to create solutions.