

**CAREER PROGRESSION FRAMEWORK: CATEGORY MANAGEMENT**

| Job Title                        | Development Route | Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Level A (Developing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Level B (Practising)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Level C (Accomplished)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Category Support Officer Range 3 | Apprenticeship    | <ul style="list-style-type: none"> <li>Provide procurement support advice to services within the authority to ensure consistency, transparency, and equality in the work we do.</li> <li>Contribute to the delivery of cash and efficiency savings to the authority to ensure the continued delivery of our vital public services.</li> <li>Support the identification and realisation of additional benefits that can be achieved through third party spend to reduce our overall financial expenditure where possible.</li> <li>Undertake spend analysis and forward planning work to mitigate maverick spending and ensure the continuity of services.</li> <li>To correctly utilise frameworks to maximise our purchasing power.</li> </ul> | <p>Required for this level.</p> <p><b>Qualifications</b><br/>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</p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>General understanding of what procurement is and its purpose within an organisation.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Proficient in the use of Microsoft Word, Excel, Teams and Outlook.</li> <li>Has an ability to communicate using a variety of methods to a variety of stakeholders</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Has experience of working within and supporting teams.</li> <li>Previous experience of working in an office environment.</li> </ul> | <p>In addition to level 3A</p> <p><b>Qualifications</b><br/>NVQ level 3 in business administration</p> <p>Willingness to work towards Chartered Institute of Procurement &amp; Supply Qualification (CIPS) level 3.</p> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Awareness of the Public Contracts Regulations 2015</li> <li>General understanding of the Council's Contract Procedure Rules.</li> <li>Detailed understanding of the Council's electronic procurement system.</li> <li>Knows how this role contributes to the delivery of cash and efficiency savings to the authority.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Able to advocate the importance of procurement within an organisation.</li> <li>Ability to analyse and interpret a range of information and situations.</li> <li>Use of developed communication skills to present information in an understandable way.</li> <li>Expert in the use of the e-procurement system</li> <li>Ability to correctly interpret policies/rules and provide understandable support to services based on them.</li> <li>Ability to work independently within defined procedures.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Experience of successfully working in the role or a similar role for a minimum of 18 months</li> <li>Has successfully delivered multiple projects across various directorates/areas in compliance with the Council's Contract Procedure Rules.</li> <li>Experience of providing general procurement information, advice, and</li> </ul> | <p>In addition to levels 3A and 3B</p> <p><b>Qualifications</b><br/>Working towards a Chartered Institute of Procurement &amp; Supply Qualification. (CIPS) (Minimum level 3)</p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>General understanding of the Public Contracts Regulations 2015.</li> <li>Detailed understanding and application of the Council's Contract Procedure Rules.</li> <li>Knows how to support the identification and realisation of additional benefits that can be achieved through third party spend</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to apply practical and procedural procurement knowledge to create solutions.</li> <li>Cognisant of how and when to escalate situations which require further intervention.</li> <li>Able to undertake spend analysis and forward planning work to mitigate maverick spending and ensure the continuity of services.</li> <li>Able to correctly utilise frameworks to maximise the Council's purchasing power</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of successfully delivering (or supporting the delivery of) Public Sector procurement in compliance with the Public Contracts Regulations 2015 (as amended).</li> <li>Has experience of supporting the identification and realisation of additional benefits that can be achieved through third party spend</li> </ul> |

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| Job Title                | Development Route                  | Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Level A (Developing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Level B (Practising)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Level C (Accomplished)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Category Manager Range 7 | Continued professional development | <ul style="list-style-type: none"> <li>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.</li> <li>Contribute to the delivery of cash and efficiency savings to the authority, to ensure the continued delivery of our vital public services.</li> <li>Support the identification and realisation of outcomes and benefits achieved through third party spend to reduce our overall financial expenditure where possible.</li> <li>Manage and monitor projects effectively and efficiently to illustrate value for money as well as performance amongst our contractors.</li> <li>Provide consistently high levels of expertise in procurement with an understanding of contract management practice to be shared across the Council.</li> <li>Identification/utilisation/ establishment of frameworks to maximise our purchasing power.</li> <li>Identify and suggest external markets to enable the council to secure efficiencies.</li> <li>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.</li> <li>Overview of procurement activity across the category to spot synergies and potential</li> </ul> | <p>Required for this level (in addition to all previous levels)</p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>A working understanding of the Public Contracts Regulations 2015 (as amended).</li> <li>Good understanding of project management methodology or capable of demonstrating equivalent knowledge through experience</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Proficient in the use of Microsoft Word, Excel, Teams and Outlook</li> <li>Ability to accurately conduct manual calculations, report writing and presenting complex information on a range of different activities.</li> <li>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.</li> <li>Able to manage and monitor projects effectively and efficiently</li> <li>Able to correctly utilise frameworks to maximise the Council's purchasing power</li> <li>Should have the ability to undertake complex negotiations within an agreed framework</li> </ul> | <p>In addition to level 7A</p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Completed all academic training for relevant required qualification (CIPS) to Level 5- or five-years senior experience in a category management function</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>A developed understanding of the public contracts regulations 2015 as amended</li> <li>Awareness and proper application of Medway Council's governance and delegation processes.</li> <li>The access to and knowledge of the proper application of a range of different external framework suites to meet Medway's needs.</li> <li>An understanding of Council's policies and procedures relevant to the role.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to use developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences.</li> <li>Practical interpretation and application of the Council's constitution, specifically the Contract Procedure Rules.</li> <li>Ability to analyse and interpret varied and complex information and develop strategies and solutions for long term plans.</li> </ul> | <p>In addition to levels 7A and 7B</p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Strategic understanding of the Public Contracts Regulations 2015 (as amended) inclusive of the various procedures and ability to propose solutions to meet needs.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to lead on and initiate negotiations with suppliers in compliance with the Public Contracts Regulations.</li> <li>Evidenced ability to strategically work within a team of professionals to collectively achieve greater outcomes though communication and collaboration.</li> </ul> |

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|  |  | <p>collaborations to improve service delivery.</p> <ul style="list-style-type: none"> <li>• Constructively challenge stakeholders across the category, regarding procurement activity and suggest and advise on alternative delivery models.</li> <li>• Responsible for stakeholder engagement and management to ensure all projects are adequately resourced.</li> <li>• Responsible for providing technical support and guidance to the Category Support Officers within the Category Management team.</li> <li>• Responsible for the identification and delivery of frameworks within category to meet Medway's need and generate a financial income from other public bodies.</li> </ul> | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Successful delivery of professional procurement support in a previous role</li> <li>• Experience of working with governance processes in a procurement context.</li> <li>• Experience of preparing and presenting both presentations and reports to all stakeholders.</li> <li>• Demonstrable experience of supporting the identification and realisation of additional benefits that can be achieved through third party spend</li> <li>• Ability to deal with high levels of work-related pressure, for example, from deadlines, interruptions, or conflicting demands.</li> <li>• Experience of managing others including undertaking supervision and appraisal discussions.</li> </ul> | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Proven ability of running both Public Contracts Regulations compliant and sub threshold tender exercises using e-tendering solutions.</li> <li>• Proven track record as a Procurement professional of delivering year on year savings and/or efficiencies</li> <li>• Experience of identifying, devising and delivering training to both procurement specialists and client functions</li> <li>• Experience of attending and advising committees</li> <li>• Able to run both Public Contracts Regulations compliant and sub threshold tender exercises using e-tendering solutions</li> <li>• Working practice of Medway Council's tender documentation.</li> </ul> | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of negotiating and managing contracts to achieve efficiencies.</li> <li>• 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.</li> </ul> |
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| Job Title                            | Development Route | Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Level A (Developing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Level B (Practising)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Level C (Accomplished)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Contract Manager Coordinator Range 5 | Apprenticeship    | <ul style="list-style-type: none"> <li>Responsible for establishing the contract management policy within the organisation.</li> <li>Responsible for working with procurement and commissioning services to define the strategic outcome of all high risk and/or complex requirements as well as overseeing the management of those contracts.</li> <li>Act as an integral conduit as we transition through Local Government Reorganisation, with a specific emphasis on aligning arrangements across future partners.</li> <li>Contribute to the delivery of cash and efficiency savings to the authority to ensure the continued delivery of our vital public services.</li> <li>Support the identification and realisation of additional benefits that can be achieved through third party spend to reduce our overall financial expenditure where possible.</li> <li>Undertake spend analysis and forward planning work to mitigate maverick spending and ensure the continuity of services.</li> </ul> | <p>Required for this level.</p> <p><b>Qualifications</b><br/>Minimum of 5 GCSE's Grade A-C or equivalent (including English and Maths)</p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>General understanding of what procurement is and its purpose within an organisation.</li> <li>A working understanding of the Public Contracts Regulations 2015 (as amended) as well as the Procurement Regulations 2024. Minimum of two years practical knowledge of the procurement regulations in a public sector environment.</li> <li>Practical and evidenced understanding of project management methodology.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Proficient in the use of Microsoft Word, Excel and Outlook.</li> <li>Ability to accurately conduct manual calculations,</li> <li>Good written skills to write high quality reports.</li> <li>Developed communication skills with the ability to present complex information in a clear and accessible way across multiple work areas.</li> <li>Organisation and planning skills with the ability to structure work to handle competing demands.</li> <li>Ability to work independently within clear guidelines and regularly use</li> </ul> | <p>In addition to level 3A</p> <p><b>Qualifications</b><br/>(1) Attainment of the government commercial function's contract management training at the level of 'expert' or equivalent.<br/>And either:<br/>(2) A diploma in contract management (candidate to evidence and must pertain specifically to contract management) or,<br/>(3) Working towards membership of the Chartered Institute of Procurement and Supply (CIPS) minimum level 4</p> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>A demonstrable developed understanding of the Procurement Regulations 2024.</li> <li>A detailed understanding and evidenced application of Medway Council's governance and delegation processes.</li> <li>Practical understanding of the Council's Contract Procedure Rules.</li> <li>Detailed understanding of the Council's electronic procurement system.</li> <li>Knows how to support the identification and realisation of additional benefits that can be achieved through third party spend</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Demonstrates the ability to interpret the rules of the Council's constitution and apply them practically and appropriately, specifically the Contract Procedure Rules.</li> <li>Shows ability to analyse and interpret varied and complex information to develop strategies and solutions for long term plans including those in relation to Social Value.</li> <li>Ability to use enhanced communication skills to confidently present complex/sensitive information in an understandable</li> </ul> | <p>In addition to levels 3A and 3B</p> <p><b>Qualifications</b><br/>Completed Level 4 (CIPS) and a registered fully qualified member of the Chartered Institute of Procurement and Supply</p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Evidenced strategic understanding of the Procurement Regulations 2024 including how to effectively work with colleagues and design an appropriate procedure with strong outcomes.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Exercises the ability to lead on and initiate negotiations with suppliers in compliance with Procurement (2024) Regulations.</li> <li>Skilled in supplier engagement and relationship management with the ability to manage commercial discussions professionally and confidently.</li> <li>Evidenced ability to strategically work within a team of professionals to collectively achieve greater outcomes through communication and collaboration.</li> </ul> |

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|  |  |  | <p>initiative to make decisions, referring to more senior officers for advice on policy/resource issues.</p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to effectively plan, manage and monitor projects to achieve outcomes.</li> <li>• Advisory and influencing skills, capable of undertaking negotiations within an agreed framework.</li> <li>• Ability to deal with high levels of work-related pressure, for example, from deadlines, interruptions, or conflicting demands.</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Three-years' experience in a procurement, commissioning, or contract management function.</li> <li>• Successful delivery of professional procurement/commissioning/contract management support in a previous role across a range of council functions.</li> <li>• Experience of working with governance processes in a public sector context.</li> <li>• Experience of preparing and presenting both presentations and reports to a wide array of stakeholders.</li> <li>• Demonstrable experience of supporting the identification and realisation of additional benefits that can be achieved through third party spend</li> <li>• Experience of working successfully under pressure, for example, from deadlines, interruptions, or conflicting demands.</li> </ul> | <p>way, adapting the style to a range of audiences.</p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Proven experience of managing public sector compliant using e-tendering solutions.</li> <li>• Proven track record of delivering year on year savings and/or efficiencies.</li> <li>• Experience of identifying, devising and delivering training to client functions.</li> <li>• Experience of attending and advising committees.</li> <li>• Experience of applying working frameworks in live procurement exercises</li> <li>• Demonstratable experience of managing conflict effectively to create optimal bespoke solutions.</li> <li>• Practical experience of leading on the development and adoption of Medway Council's contract management documentation.</li> </ul> | <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of negotiating and managing contracts to achieve efficiencies.</li> <li>• "Demonstrates experience of advocating for and supporting category management ways of working, helping teams apply it and embedding category management in practice.</li> <li>• Through their experience across the role the postholder has developed credibility as the lead operational contact for issues regarding their areas of responsibility with internal and external stakeholders.</li> <li>•</li> </ul> |
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