Category Manager – ICT
Procurement
£41,967 - £52,455
10 Woodcock Street, Aston, Birmingham
Permanent
Working 36.5 hours per week

An exciting new role has been created in Birmingham City Council for an ICT Category Manager. You will be responsible for implementing the Commissioning Theme of the Council’s ICT Strategy through managing the procurement, contract management and commercial relationship with suppliers of ICT services to ensure value for money.

This covers a broad portfolio of ICT sub-categories including Hardware, software, Infrastructure and IT partnering arrangements. Over the next three years the Council will transition from Service Birmingham as the strategic partner and implement new delivery models based on a series of Towers with the Council acting as the Service and System Integrator.

You will need to have a substantial experience at a senior level within procurement. Proven knowledge of managing a complex strategic partnership, developing IT sourcing strategies and the experience of managing strategic, complex ICT projects is essential.

You will be an excellent communicator, have outstanding negotiation and relationship management skills and have a demonstrable record of achievement in the ICT category.

Key responsibilities include, but not limited to the following;

- Develop and implement the commissioning and procurement theme of the Council’s IT & Digital Strategy
- Develop and implement a structured category plan to deliver significant efficiency and cost savings across the ICT category, including invest to save initiatives.
- Management of strategic, complex ICT procurement projects in collaboration with stakeholders from across and external to the Council.
- Develop innovative supply chain solutions to the spend category for the organisation that demonstrate efficiency, value for money and delivery of Council priorities.
- Developing strong relationships with stakeholders, both internal and external, at all levels within organisations
- Work closely with the business in developing this strategy to ensure that any proposed plan has business buy in at all levels.
- Strategically source the spend in the most cost effective way and demonstrate real value add from the Procurement function in support of the overall business requirements
The successful candidate will be educated to degree level and ideally be MCIPS and ITIL qualified or willing to study for these qualifications.

It would be desirable for the successful candidate to have experience of a service integration and management framework (SIAM) and Enterprise architecture frameworks such as TOGAF and PEAF. However, this is not essential.

The successful candidate will have experience of a commercial negotiations (outsource / in source models) with major ICT suppliers.

Any informal enquires please contact Debbie Husler, Head of Procurement on 07827 367136.

Ref: EC4442017

Closing Date: 04 December 2017 at 12 Noon

Interviews/Assessment will take place on 18 December 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Procurement Manager

GRADE: GR6

DIVISION: Corporate Procurement Services

NO OF POSTS: 1

SECTION: Procurement

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1. JOB PURPOSE

1.1. Deputise for and provide support to the Head of Procurement in order to deliver the Corporate Procurement/Category strategy and drive forward category management commercial change and improvement throughout the Council to achieve agreed outcomes and better value for money.

2. RESPONSIBILITIES

2.1. Contribute to the leadership, development and direction for the Corporate Procurement/Category area and ensure continual review and improvement of a quality service to the council.

2.2. Deputise for the Head of Procurement.

2.3. Develop and maintain relationships with key business partners to promote the Corporate Procurement/Category Strategy and purpose so that CPS is recognised as a centre of expertise and a first point of call when procurement decisions are being made.

2.4. Develop activities and new initiatives to identify areas needing procurement input and expertise, developing procurement capability across the council.

2.5. Liaise with Contract Manager to ensure effective management and monitoring of supplier performance against pre-determined milestones are included in contracts, to ensure that contractual obligations and KPIs are met or exceeded and taking corrective action where targets are not met.

2.6. Manage and contribute to projects adopting recognised project methodology in order to deliver projects on time and within budget.

2.7. Lead and manage a team to ensure that the team collectively and individually delivers on performance targets through setting vision and standards, coaching and development, and performance management.

2.8. Ensure compliance with all statutory regulations, Standing Orders, BCC policy and Local Authority Financial procedures.

2.9. Be proactive in identifying key business and forecasting information, constantly updating public sector/market knowledge to be the acknowledged expert in category/functional area.
2.10. Prepare written reports, briefing notes and presentations on a range of Procurement issues, including the Corporate Procurement/Category strategy, compliance, training and communications.

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 **SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Head of Procurement

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor.

3. Plan own work to ensure the meeting of defined objectives.

4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised ie through others)

None

5.0 **SPECIAL CONDITIONS**

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<tr>
<th>Managers</th>
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<tr>
<td><strong>Equality/ Diversity</strong></td>
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<tr>
<td><strong>Sustainability</strong></td>
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<td><strong>Health and Safety</strong></td>
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**PERSON SPECIFICATION**

**JOB TITLE:** Category Manager (IT&D)  
**GRADE:** GR6

**DIVISION:** Corporate Procurement Services  
**SECTION:** Procurement Team

**Method of Assessment (M.O.A.)**  
AF = Application Form  
I = Interview  
T = Test  
P = Presentation

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>EXPERIENCE</strong> (Relevant work and other experience)</td>
<td>Experience of:</td>
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<tr>
<td></td>
<td>1. Leading, motivating and achieving results through a diverse team of professionals</td>
<td>AF</td>
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<td></td>
<td>2. Working and leading on strategic projects as part of cross-functional teams, ensuring value for money in service provision.</td>
<td>AF/I</td>
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<td>3. Progressing project work to deadline understanding the need to balance both quantitative and qualitative data.</td>
<td>I</td>
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<td></td>
<td>4. Leading and managing complex projects with a record of successful implementation</td>
<td>AF/I</td>
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<td>5. Working in a multi-agency and multi-disciplinary environment</td>
<td>AF/I</td>
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<td></td>
<td>6. Working professionally at a senior level in a complex organisation with direct contact with senior managers, Members and other stakeholders</td>
<td>AF</td>
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<td>7. Generating ideas, introducing innovation and driving process, systems, organisational and cultural change</td>
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<td>8. Interacting and negotiating with senior managers.</td>
<td>AF</td>
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<td></td>
<td>9. EU tendering/contracting procedures.</td>
<td>I</td>
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<td>10. Experience working in a multiple, supplier integration and management environment.</td>
<td>AF/I</td>
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<td>11. Experience working in an Enterprise Architecture Framework</td>
<td>AF/I</td>
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<td><strong>Specialist knowledge of:</strong></td>
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<td>12. Public/Private Sector procurement law and policy e.g., EU regulations.</td>
<td>AF</td>
<td></td>
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<td>13. A broad spectrum of in-depth knowledge of procuring IT&amp;D goods and services</td>
<td>AF/I/P</td>
<td></td>
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<tr>
<td>SKILLS AND ABILITIES</td>
<td>Business Requirements</td>
<td>Stakeholder Management Communications</td>
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<tr>
<td>14. Statutory and public/private sector financial regulations, procedures and principles.</td>
<td>AF/I</td>
<td>Stakeholder Management Communications</td>
</tr>
<tr>
<td>15. Public/Private Sector policy/law environment e.g., value for money, sustainability, Council procurement rules, Procurement Strategy etc.</td>
<td>I</td>
<td>1. Able to demonstrate a political awareness</td>
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<tr>
<td>16. Relevant and diverse markets and the ability to exploit them across all sectors (private, public and third sector)</td>
<td>P</td>
<td>2. Business support and analytical skills with the ability to identify and apply new solutions to problems.</td>
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<td>17. Internal/external risks, understanding and prioritising how to manage and mitigate risks before they become issues.</td>
<td>P</td>
<td>3. Practical skills in commercial evaluation, contract preparation and tender evaluation.</td>
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<tr>
<td>18. Public/Private Sector financial and efficiency programmes and the impact of these on procurement.</td>
<td>I</td>
<td>4. Ability to work with a range of people, internal and external to the organisation to achieve a common aim.</td>
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</table>
| TRAINING & DEVELOPMENT | 17. To maintain an awareness of issues affecting local government and procurement.  
18. To be prepared undertake training as required. |
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<tbody>
<tr>
<td>EDUCATION/ QUALIFICATIONS (NB Full regard must be given to oversees qualifications)</td>
<td>Professional qualification e.g., MBA/MSc, MCIPs and ITIL or related degree/NVQ equivalent</td>
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<tr>
<td>OTHER</td>
<td>Commitment to personal development and the flexibility to take on new challenges, develop new skills and knowledge.</td>
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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**

COMPILED BY ................................................................. DATE ..................................................

AGREED BY ................................................................. DATE ..................................................
## JOB PROFILE

<table>
<thead>
<tr>
<th>Specific Job Title:</th>
<th>IT&amp;D Category Manager</th>
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<tr>
<th>Key Duty</th>
<th>Description of Duty</th>
<th>Performance Measure</th>
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<tr>
<td>Provide Procurement &amp; Contract Management Services</td>
<td>Provide a professional procurement and contract management service, establishing and managing contracts that deliver value for money and service delivery objectives and outcomes. Providing management support relating to procurement strategy and process ensuring a seem less transition and knowledge transfer for engaging clients from commissioning stage through to contract management.</td>
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| Commercial Accumen                           | - Experienced commercial negotiator (with major IT&D suppliers)  
- Generating ideas, introducing innovation and driving process, systems, organisational and cultural change  
- Ability to plan, prioritise, forecast and determine strategies to meet key objectives.  
- Ability to think through and resolve problems through sourcing and researching data and information  
- Practical skills in commercial evaluation, options appraisal, evaluation and recommendations.  
- Experience of operating in commercial environment and able to identify and manage and take calculated risks  
- An ability to interpret contractual terminology into practical processes, actions and steps to enable effective documentation of contract management responsibilities.  
- Application of Contract Management tools to identify, recognise and address any commercial anomalies and leverage the Council’s commercial position in relation to contract operation and delivery.  
- Demonstrate application of sound commercial and contractual judgement to deliver benefit and value through contracts.  
- Have experience of successfully dealing with and progressing contractual disputes. |                     |
| Category, Project and Strategy Development    | - Uses research, analytical skills and judgement in identifying areas for future savings.  
- Engages with stakeholders in the development of tender strategy, award report and contract execution.  
- Review service delivery options appraisal and business case from commissioning team. | Performance against Service Plan targets and Local Performance Indicators |
| Project Management                           | - Support the commissioning team to ensure an effective transition of business cases and project plans to the relevant procurement process.  
- Detailed understanding of project management and the formulation, key components and use of the project plan. | Projects delivered on-time and within budget. |


- Organises and manages major, complex procurement projects to deliver commissioning strategy.
- Manages projects in adherence to appropriate standards
- Apply appropriate procurement and contract management techniques to projects.
- Use of government procurement frameworks such as GCloud and Digital marketplace etc.
  
**Technical Procurement**

- Detailed understanding of and ability to exploit for maximum benefit, Public Procurement Law and Contract Law including EU Regulations.
- Detailed understanding of and is able to apply Council Financial Regulations, Standing Orders and Governance arrangements.
- Managing and delivering complex, high value tenders within EU Procurement Regulations. Delivering savings, efficiencies, generating income and ensuring policy implementation.
- Uses appropriate e trading and e auction technology to manage the procurement process.
- Award reports and contracts completed to a high standard within agreed timescales.
- Experience of a service integration and management framework (SIAM) and Enterprise architecture frameworks such as TOGAF and PEAF.
  
**Contract Management**

- Support the process for developing, agreeing and managing SLA’s and OLA’s with internal service providers to ensure they are performing within the requirements of the SLA.
- Effective management of contracts to ensure and demonstrate that suppliers are performing to the agreed standards and terms stated in the contract.
- Production and maintenance of contract management plans in line with the CM toolkit.
- Identify and deliver financial and non-financial savings through application of CM toolkit.
  
**Contract Knowledge**

- Develop a comprehensive and strategic working knowledge of contracts.
- Ability to utilise knowledge of contracts to protect the Council, implement improvements and changes to deliver VFM.
- An ability to interpret contractual terminology into practical processes, actions and steps to enable effective documentation of contract management responsibilities.
- Ensure contractual roles and responsibilities are defined, communication and understood by all parties including supplier, contract manager, client, requestors and senior stakeholders.
  
**Stakeholder Engagement**

- Identifies and engages key stakeholders within the organisation in order to deliver effective procurement outcomes.
- Identify opportunity areas of spend requiring their input/expertise and initiate contact with key officers and elected members, including commissioning team.
  
Sourcing projects delivered in accordance with commissioning strategy, policy and budget.

**Stakeholder Engagement**

- Delivery of stakeholder engagement plan. Improvement in CPS perception – stakeholder survey
- Able to demonstrate a range of interpersonal skills including diplomacy, assertiveness, integrity, influencing and negotiation skills at strategic level and be able to use these effectively to achieve desired outcomes.
- Able to demonstrate a political awareness and experience of financial and efficiency programmes and the impact of these on service delivery.

| Market Knowledge | - Develops and utilises market knowledge of IT&D category and how it applies within the context of Council strategies and outcomes.  
- Undertakes external market research to identify details of the supplier base and current best industry practice. | - Satisfaction against BEST/PDR  
- Performance Monitoring |