

## Senior Category Manager

**Location**

Exeter HQ

**Contract type**

Permanent

**Opening date**

02-06-2017

**Closing date**

19-06-2017

**Salary Information**

£40,851 + competitive benefits, including Civil Service Pension. You may also be eligible to reclaim relocation costs up to £5,000.

The award-winning Met Office Headquarters in Exeter is home to the most amazing facilities and world-class employees. Innovative and cutting-edge (we work with the likes of NASA), this is the place to work in the South West. A modern gym, sports clubs and societies, free onsite parking, restaurant and cafe, coming to work each day will make you feel challenged, fascinated and rewarded. Other benefits include:

- Annual Leave starting at 27.5 days (+ Bank holidays) rising to 32.5 days.
- Flexible working hours available to promote work/life balance.
- A choice of pension schemes, so you can plan for your future.
- Extensive career development/promotional opportunities.
- 'Cycle to Work' scheme to enable affordable, healthy travel.
- Many more benefits including healthcare and childcare plans

**Background**

The Commercial and Procurement Team works with people across the Met Office and the BEIS Commercial Function, delivering the most economically advantageous commercial outcomes and contract management solutions to user requirements. A Category Management structure is in place and the team also facilitates e.procurement solutions and innovation in the approach to procurement.

**Job Purpose**

Reporting to the Head of Commercial & Procurement, the Senior Category Manager is responsible for the development and deployment of all procurement methodologies, such as category management within the Met Office. During the next three years these methodologies will include, (but are not exclusively) Category management, Contract Management and working with Government mandates.

The Senior Category Manager is expected to be an expert in all aspects of commercial and procurement and is responsible for deploying the vision and plans of the Head of Commercial and Procurement. The responsibility for reporting all activities relating to purchasing and ensuring that this reporting meets the overall objectives of the business.

### **Job Responsibilities**

1. Responsible for the specific parts of development of the Commercial & Procurement Operating Plan together with the two year forward look pipeline. Developing metrics to manage performance to meet the objectives
2. Responsible for the development of plans which deliver procurement methodologies. Developing training and support for staff, identifying methods for engagement of key personnel along with planning and deliver are key components of this responsibility
3. Deputy to the Head of Commercial and Procurement providing support as and when necessary and specifically deputising when required. This may include Boards at BEIS Commercial Function level.
4. Responsible for ensuring that the focus of procurement activity reflects the needs of the Met Office whilst considering the external environment
5. Day to day responsibility for up to a team of 10 procurement professionals
6. Responsible for ensuring that the plans for the department are developed and delivered according to the timeline plan.
7. Responsible for signing commercial contracts and grant awards ( which are financial and legal contracts of commitment ) for a specific value where the requirement meets specific criteria outlined within the Delegated Authorities Policies
8. Principal interface with key stakeholders for the category. Typically advising stakeholders on process, supply markets, timescales, supplier performance management and issues and procurement procedures.

### **Essential Qualifications, Skills & Abilities**

1. The ability to provide strategic advice and guidance, understanding risk appetites and application of the relevant laws.
2. Adaptable to change in line with new emerging business drivers and government requirements.
3. Ability to think laterally, challenge traditional patterns of service delivery and develop new approaches.
4. Excellent interpersonal skills, demonstrating proven ability to build trust and influence with across the organisation and with suppliers..
5. The ability to demonstrate drive and personal effectiveness, with excellent planning skills.
6. Proven and demonstrable procurement experience within a similar organisational context
7. Strong leadership / management skills ( setting vision, planning, prioritising, making decisions, MCIPS Qualified

### **Desirable Qualifications, Skills & Abilities**

1. Demonstrable change management skills and experience.
2. Legal training including law governing public sector procurement.

3. A good understanding of financial systems and current software.
4. PRINCE II Project Management, MSP or Agile methodologies  
Management qualification
5. IACCM – Contract Management or Supplier Relationship Management

### **Additional Supplementary Information**

Closing date for applications - 19th June 2017

To apply, please click on the link below and attach the most recent version of your CV, along with a cover letter which briefly states your experience against each essential criteria.

This recruitment post is not offering UK Visa and Sponsorship and therefore requires all applicants to be eligible to work within the UK / EU without restriction. If you are a non-EU candidate you will be required to provide and attach all relevant eligibility documentation to your application at the time of applying.