

Category Officer

District/Department	Regional Procurement and Stores	Rank/Grade	Band D / E (career progression scheme)
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Role purpose:	<p>Contribute to commercial category strategies for a portfolio of spend to achieve the strategic aims and objectives of the Forces served.</p> <p>Provide professional advice on technical commercial matters to ensure that the Force's capital and revenue budgets are spent in accordance with budget strategies and comply with Financial Regulations, Contract Standing Orders and Procurement legislation in order to protect the Forces from financial and reputational risk.</p>
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Key Accountabilities:	
<p>Influence collective forums to achieve the benefits of collaborative procurement.</p> <p>Deliver procurement savings for specific categories ensuring quantifiable cashable efficiencies are identified, delivered and reported.</p> <p>Manage individual force and collaborative procurement projects to ensure their effective delivery in line with customer requirements and timescales.</p> <p>Support customers in contract reviews for key contracts managed inside and outside of the central procurement function, ensuring contract performance is reviewed and managed in line with KPI's and customer requirements are met or exceeded.</p> <p>Contribute to sustainable procurement strategies for specific categories and sub categories in order to increase public confidence in the forces served.</p>	
Competencies/behaviours	
<p>Please access the College of Policing website and refer to the Competency and Values for a definition of the values and essential behaviours for each required competency level.</p>	
Competency	CVF Level
https://profdev.college.police.uk/competency-values/	Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	

Integrity Impartiality	Public Service Transparency
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Experience, Education and Skills: <i>Ideally between 4 and 6 of each</i>
Essential:
Relevant experience of procurement projects, collaborative projects or similar
Chartered Institute of Purchasing and Supply Level 4 or equivalent or relevant experience and willingness to study
Desirable:
Project management experience, including developing and implementing improvement plans
Knowledge of Procurement legislation.

WFP 4 Jun 19