

JOB DESCRIPTION

| JOB DETAILS | |
|-------------------------------|---|
| Job Title | Category Manager |
| Reports to | Head of Medical, Surgical and Non-Clinical Procurement |
| Band | Band 8a |
| Department/Directorate | Finance/ Procurement/ Peninsula Purchasing & Supply Alliance (PPSA) |

JOB PURPOSE

The Peninsula Purchasing and Supply Alliance (PPSA) is a dynamic NHS procurement organisation, established in 2002 by the NHS for the NHS, providing an integrated, collaborative procurement and commercial service across the whole of the South West region.

Working across the South West, currently for 29 NHS organisations (7 ICSs); in this regional role, it is anticipated that the successful applicant will be based in Devon, Cornwall or Somerset.

The Category Manager is responsible for leading and managing collaborative procurement activities within a designated category across all regional NHS organisations. This role involves developing and implementing collaborative category strategies that align with all the Trusts' objectives, ensuring value for money, and managing supplier relationships to meet contractual obligations and service level agreements. The Category Manager will work closely with stakeholders to understand their needs and ensure procurement activities support their combined objectives. Category Managers will lead collaboration in standardisation of products and services, aggregation of volumes and commitment to markets. Additionally, the role requires overseeing the development, negotiation, and management of contracts to ensure compliance and optimal performance, as well as monitoring supplier performance against agreed Key Performance Indicators (KPIs).

The Category Manager will lead a collaborative cross functional team to deliver the category strategies. They will work closely with all areas of PPSA organisations to ensure that the stakeholders within their category receive a high-quality service that creates both financial savings, value and ensures that goods and services support the provision of healthcare across the sector. The Category Manager will also ensure compliance with procurement policies and regulations, promote sustainable procurement practices and mitigate procurement risks.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Category Leadership:

To proactively lead and manage multiple programmes and develop collaborative relationship management regimes with NHS Trusts and suppliers, ensuring maximum return on investment / efficiencies on high value, significant commercial spend across the whole of the South West region.

Procurement Advice:

To provide specialist advice on local and regional procurement activities. To act as an ambassador for the PPSA and to promote the benefits of professional procurement practice

PPSA Efficiency:

To provide an efficient and effective procurement service to the PPSA Trusts in the support of its strategic objectives

Relationship Building:

To ensure high standards of performance, quality and courtesy are achieved and maintained with stakeholders and suppliers

Commercial Monitoring:

To proactively analyse and monitor usage and regional data in support of compliance and contract terms, enabling achievement of cost savings and value

Stakeholder Influence:

To influence stakeholder’s choice of products and service and to ensure that all queries and complaints are dealt with in a professional and positive manner.

Strategy Promotion:

To promote the PPSA procurement strategy and to contribute to evolving current and future procurement procedures and practices.

Deputising:

To deputise for the PPSA Senior Managers as required.

KEY WORKING RELATIONSHIPS

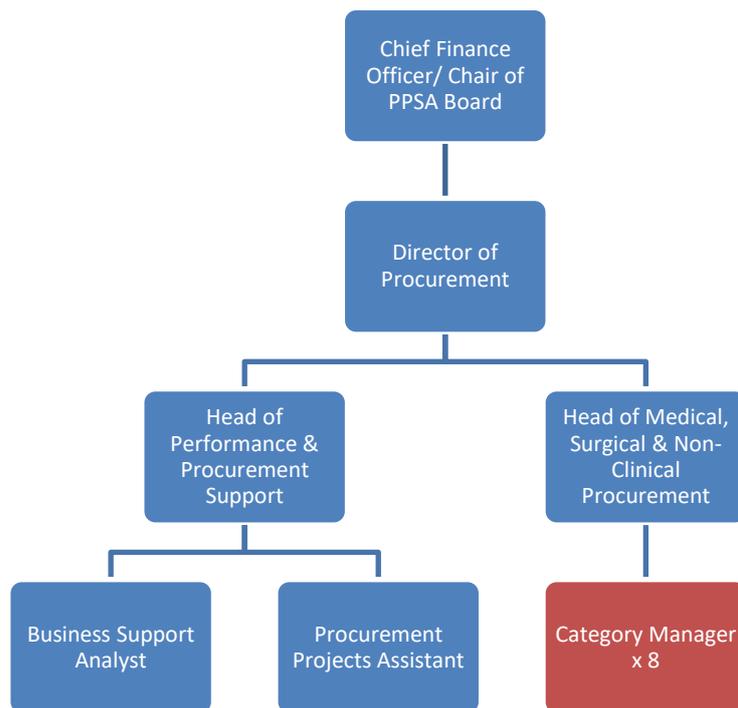
Areas of Responsibility: (type of work undertaken)

The post holder is required to deal effectively with staff of all levels throughout all of the regional Trusts as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations, suppliers and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

| Internal to the Trust | External to the Trust |
|---|---|
| <ul style="list-style-type: none"> • PPSA Senior Management • PPSA Category Managers • PPSA support staff • Trust Procurement teams • Stakeholders – clinical and non-clinical | <ul style="list-style-type: none"> • PPSA Member Trusts • Non-Member Trusts within the South West • Trusts Clinical and Non-Clinical Senior Management • PPSA Board • National Framework providers • NHS Supply Chain • PPSA Member Trusts’ stakeholders from all levels of the organisations • Suppliers and prospective suppliers • Trusts Procurement teams |

ORGANISATIONAL CHART



FREEDOM TO ACT

- Exercise a high degree of autonomy in managing complex South West wide procurement projects, making critical decisions to ensure successful outcomes.
- Engage with senior key stakeholders, including suppliers, regulators, and PPSA Trusts, to ensure effective procurement operations and compliance with procurement policies.
- Act as the key Procurement point of contact for senior stakeholders in NHS, central government and local government bodies (as relevant) to the designated category.
- Enabling PPSA to take decisions that may not be optimal for the individual PPSA Trusts but that are of benefit to the regional NHS.
- Ensure national NHS policy and relevant UK legislation, such as the Procurement Act and Provider Selection Regime, are incorporated into the category strategies and the procurement activities of the team.
- Act as the escalation point for any disputes or criticism relating to the category.
- Ability to interpret policies and procedures and act on own initiative without reference to line manager.
- Leads by example and instils a professional and team-based approach to workload.

COMMUNICATION/RELATIONSHIP SKILLS

- Present highly complex commercially sensitive category strategies to stakeholders across all levels of the organisations, using influencing / negotiating skills and commercial insight to help stakeholders understand the plan and the importance of the strategy.
- Build and maintain key relationships across the PPSA, regional Trusts and with important external stakeholders.
- Seek and support active involvement and engagement of internal stakeholders in the commercial procurement projects and processes.
- Provide clarity to stakeholders on their role in the procurement process.
- Maintain communications in contract management and supplier relationship management to ensure that feedback and insights are reflected in ongoing category strategies and plans.
- Maintain communication with materials management and the wider supply chain teams to ensure there is a feedback loop to relay any issues with supplier performance that may require review of Category Strategy.
- Regularly chair regional wide meetings with senior stakeholders within the category to help support the delivery of category strategies and procurement projects.
- Establish a South West wide communication strategy on category plan and sourcing project progress. To include formal written communication, formal meeting updates and more ad-hoc in-person feedback, dependent on the nature of communication required.
- Ensure effective communication and discussion of all project and contract documentation with stakeholders.
- Regularly communicate highly complex and potentially contentious information, for example when a strategy proposes the potential of moving away from a preferred product or supplier, to key stakeholders and other members of staff across numerous Trusts.
- To develop and improve networks to support the procurement process and promote closer working relationships on procurement issues with customers.
- Prepare and present procurement proposals to stakeholders including Director Level.
- Communicate with groups and give presentations as part of the process of tender evaluation and contract award recommendation.
- Represent the numerous Trusts in high-level negotiations with key suppliers and stakeholders, securing best-value commercial outcomes.
- Responsible for providing and receiving highly complex information when dealing with a range of commercial issues from both internal and external region wide stakeholders.
- Oversee the development, negotiation, and management of contracts to ensure compliance and optimal performance.
- Manipulate complex performance and commercial data and accurately present it to a wide audience, in a variety of formats.

- To ensure key relationships with other procurement professionals and Clinical and Non-Clinical specialists as well as managing regional cross functional teams to enable key management decisions to be made.

ANALYTICAL/JUDGEMENTAL SKILLS

- Monitor supplier performance against agreed Key Performance Indicators (KPIs) and implement corrective actions as needed.
- Engage with stakeholders to understand operational requirements and form a commercial strategy for delivery, with the aim to target consolidating spend across the South West (i.e., single contracts for the region).
- Review complex commercially sensitive information from a variety of datasets, such as products/service spend, usage and supplier market share, to help formulate the category strategies.
- Responsible for proactively monitoring and reporting all risks relating to the category strategies and related sourcing projects.
- Understand demand by forecasting and planning requirements with internal stakeholders and suppliers across all PPSA Trusts.
- To proactively analyse and monitor complex usage and regional data in support of compliance and contract terms, enabling achievement of cost savings and value.
- To support the PPSA on performance management and compliance with Trusts local procurement department's policies, procedures and contracts.
- Experience in handling complex facts or situations, requiring analysis, interpretation, and comparison of a range of options across numerous NHS organisations and suppliers.

PLANNING/ORGANISATIONAL SKILLS

- Management and leadership of multidisciplinary projects and supporting senior teams when undertaking procurement activities involving the co-ordination of effort to achieve the desired objectives.
- Develop and agree regional category plans in conjunction with key stakeholders across the PPSA Trusts.
- Category Managers are responsible for organising regular meetings with key, senior stakeholders and suppliers. These include fact finding, problem solving, negotiations, procurement legislation, projects, contract performance and service delivery meetings.
- Liaison with NHSE/DHSC on projects to achieve PPSA objectives.
- Co-ordinating activity of a variety of external consultants in delivery of strategic sourcing strategies.
- Category Management involves co-ordinating and aligning plans with that of Department of Health and Social Care and NHS Supply Chain / SCCL, NHSE and any Management Consultants.
- Project manage regional procurement exercises on behalf of stakeholders.
- Management and co-ordination of all activities, agencies, suppliers and personnel to successfully undertake a number of strategic and tactical high value regional sourcing projects. To include planning, monitoring and reviewing of projects in attainment of results.
- Responsible for developing a regional workplan of procurement projects, which will form the basis of the category strategy.
- Oversee the creation and management of detailed project plans, ensuring timely delivery of procurement projects.
- Lead on establishing business partnering arrangements with stakeholders to scope and develop Project Initiation Documents (PIDs) to include project outlines, spend baselines (inclusive of PPSA Member spend), project scope and linking to approved category strategy across all member Trusts.
- Lead on complex sourcing activities as required to deliver the category strategy.
- Analyse inputs to develop multi-year, regional category strategies and prioritise annual pipeline of initiatives.

PATIENT/CLIENT CARE

- Ensure procurement activities support the timely delivery of accurate, necessary medical supplies, equipment and complex services to enhance patient care.

- Understand the role in which Procurement plays in the delivery of healthcare to our local, regional and national population.
- Contact with patients is incidental.

POLICY/SERVICE DEVELOPMENT

- Lead the development and implementation of innovative procurement strategies that drive value and support the PPSA and numerous Trust's strategic objectives.
- Develop and maintain category strategies for a designated category to deliver PPSA strategies and corporate objectives and to enable maximum aggregation of spend, reduction in sourcing activity (minimising order cycle) and reducing supplier base to enable value to be added by category management activities across all PPSA Trusts.
- Implementation of category management within the spend category, ensuring full and optimised aggregation, rationalisation and maximisation of spend influence.
- Track the level of adoption of lean approaches and commitment to innovation throughout category strategies to encourage the delivery of value add and continuous improvement.
- Maintain an excellent knowledge of all relevant procurement legislation and emerging policies from government and other relevant organisations.
- Develop and implement procurement policies and procedures to ensure compliance with UK law and Trust policies.
- Identify, develop, and promote best practices, with the aim of improving business efficiency, performance, and sustainability.
- Responsible for overseeing the development of the regional commercial strategy for each collaborative procurement project.
- Develop robust, fit for purpose and standardised KPIs to be used within the sourcing cycle of Category Procurements Identify, develop, and promote best practices, with the aim of improving business efficiency, performance, and sustainability.

FINANCIAL/PHYSICAL RESOURCES

- Provide commercial information and input to numerous PPSA Trusts budget holders.
- Responsible for procurement of goods and services, for example selecting suppliers whilst taking into account cost, quality, delivery and reliability via tendering processes.
- Proactively monitor usage trends in support of compliance and contract terms, enabling achievement of cost savings and value.
- Maintain accurate records of financial transactions and compliance activities.
- Responsible for managing all resources within the category team and ensuring these are aligned to work requirements.
- Ensure that the team's activities are proactively supporting the delivery of financial savings and value efficiencies to support the member Trusts.

HUMAN RESOURCES

- The Category Manager is the centre of a network of senior key stakeholders, suppliers and management functions and therefore the post holder has a daily responsibility to organise others and lead regional cross-functional project teams across a variety of levels and job roles.
- Develop and deliver training to cross-functional project teams of senior individuals in order to teach and provide specialist advice on all aspects of procurement and relevant legislation to ensure legal compliance with all regional projects and contracts, often dealing with sensitive information.
- Use highly developed leadership and influencing skills with the ability to enthuse, motivate and involve individuals and teams across the South West organisations to ensure delivery of targets.
- The post holder is responsible for ensuring other people make and have the time to work on projects where they have a direct contribution to make.
- To identify and ensure that support activities are established to enhance professional expertise and support the embedding of change management culture across the sector.
- To support the PPSA on training development of other team members as required e.g. analysts and support staff.

- To support the leads on management, mentoring and training of team such as Analysts and Support Staff.
- Actively champion NHS Social Value, Sustainability and Equality, Diversity, and Inclusion agendas throughout the NHS and with suppliers.

INFORMATION RESOURCES

- Responsible for establishing frequent reporting frameworks, so that the progress of category strategies and procurement projects are well understood by key stakeholders and blockages to progress are highlighted.
- Ensure continual compliance with data protection regulations and PPSA Trust policies, safeguarding sensitive procurement information.
- Regularly, 2-3 times a week, responsible for analysing, calculating, manipulating and reporting on data for the region, ensuring data accuracy.
- Establish a regime for reporting savings, and other benefits, linked to the delivery of category strategies and ensure these benefits are captured centrally within the PPSA at regular occurrences.
- Work closely and regularly with the data and performance team to develop and maintain accurate usage, spend and KPI reports that will be used to deliver the category strategies and monitor contract compliance.
- To ensure a comprehensive data gathering process is in place. To strategically analyse regional usage and spend data at regular intervals in order to identify major areas for cost savings and process improvements, to produce regional procurement plans for submission to the PPSA senior team.

RESEARCH AND DEVELOPMENT

- Occasionally collect and assess feedback from internal PPSA and external stakeholders on the Team's activity and identify areas for improvement.
- Liaise with regional Trusts to understand the impact of clinical practice on the development of the category strategies and ensure procurement activity is aligned to this.

PHYSICAL SKILLS

- Advanced keyboard work for long periods.
- Occasional driving required between Trusts and moving between meetings.

PHYSICAL EFFORT

- Frequent long periods of sitting; light physical effort.
- Occasionally expected to travel offsite to various South West Trusts, regional and national meetings.
- Occasional working at other sites.
- Constant use of computers.

MENTAL EFFORT

- Frequent concentration required for checking complex documents (such as data reports, contracts or tender documents), writing reports, and analysing statistics, including dealing with interruptions.
- Required to effectively balance periods of unpredictable competing fast-paced urgent work activities with occasional requirement for prolonged periods of more detailed work on commercial issues.

EMOTIONAL EFFORT

- Requirement to handle and convey sensitive, political information in an appropriate and discreet manner.
- To be approachable, professional, diplomatic at all times with stakeholders, suppliers and colleagues.
- Occasional requirement to impart unwelcome financial and commercial news to stakeholders, suppliers and PPSA Board.

WORKING CONDITIONS

- Office conditions - exposure to unpleasant conditions is rare.

- Requirement to use public/ road transportation for visits around region.
- Requirement to use VDU/ display screen equipment more or less continuously on most days.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

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| Job Title | Category Manager |
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| Requirements | Essential | Desirable |
|--|--|-----------|
| <p>QUALIFICATION/ SPECIAL TRAINING</p> <ul style="list-style-type: none"> Relevant qualification to degree level or equivalent experience. Professional procurement qualification (MCIPS) or equivalent experience Masters level qualification or equivalent experience Evidence of continuing professional development. Prince2 or another relevant project management qualification | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> | <p>Y</p> |
| <p>KNOWLEDGE/ SKILLS</p> <ul style="list-style-type: none"> Evidence of planning and organising a broad range of complex activities; and formulating, adjusting plans or strategies. Understanding of supplier management and contract management. Knowledge and experience of over threshold procurement processes, including the use of Government procurement frameworks. Evidence of NHS and wider public-sector procurement training programmes. Evidence of professional development through workshops, seminars, and courses related to procurement compliance. Expert knowledge of procurement strategy development and implementation. In-depth knowledge of NHS procurement policies, procedures, and regulations. Familiarity with relevant laws and regulations governing public sector procurement Understand the role in which Procurement plays in the delivery of healthcare to our local, regional and national population. | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> | |
| <p>EXPERIENCE</p> <ul style="list-style-type: none"> Experience in a Category Management or related procurement role. Experience of business case development and tender processes Experience of working across multiple organisations. Experience in managing high value/ high profile/ complex projects. Experience in being persuasive and motivational, with the ability to negotiate Experience in handling complex facts or situations, requiring analysis, interpretation, and comparison of a range of options. Experience in using software or systems to develop performance, statistical or management reports Experience managing and leading projects Experience of being responsible for policy implementation and/or supporting discrete policy or service development | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> | <p>Y</p> |
| <p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> Ability to interpret policies and procedures and act on own initiative without reference to line manager Leads by example and instils a professional and team-based approach to workload Ability to contribute to overall strategic plans of the organisation Ability to challenge and deal with highly sensitive and contentious situations | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> | |

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| <ul style="list-style-type: none"> • Ability to handle and convey sensitive information in an appropriate and discreet manner • Ability to bring about change and embed a continuous process improvement culture within staff • Ability to be proactive, flexible, enthusiastic, confident and highly motivated individual who demonstrates a commitment to Member Trusts' objectives and the NHS as a whole • Concentration required for checking documents, writing reports and analysing statistics, including dealing with interruptions • Ability to impart unwelcome news to stakeholders • Ability to work on own initiative, operating within broad policy/ procedures, with responsibility for specific area of service delivery • A skilled negotiator with a broad range of skill sets • Skilled in being able to conduct analysis on complex data sets to provide concise insights • Strong stakeholder management skills, demonstrating ability to engage with stakeholders at multi levels • Experience of delivering and implementing category and sourcing strategies, delivering strategies for various sub-categories • Financial skills with the ability to monitor or contribute to financial initiatives • Knowledge and awareness of NHS or wider healthcare sector operating models and policy developments would be advantageous, although not essential. • Leading and Managing Others: Strong project leadership and management capabilities and experience, with capacity to manage multiple complex, regional projects • Change Management: Understands change management and process improvement with experience in supporting business process / organisational change | <p style="text-align: center;">Y</p> | <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> |
| <p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • Ability to travel between sites and Trusts in the region • Hold a full UK driving license, have business insurance and access to a vehicle. • The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> | |

| | | FREQUENCY | | | |
|--|---|---|---|---|---|
| | | (Rare/ Occasional/ Moderate/ Frequent) | | | |
| WORKING CONDITIONS/HAZARDS | | R | O | M | F |
| Hazards/ Risks requiring Immunisation Screening | | | | | |
| Laboratory specimens | N | | | | |
| Contact with patients | Y | | | | |
| Exposure Prone Procedures | N | | | | |
| Blood/body fluids | N | | | | |
| Laboratory specimens | N | | | | |
| Hazard/Risks requiring Respiratory Health Surveillance | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N | | | | |
| Respiratory sensitisers (e.g. isocyanates) | N | | | | |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) | N | | | | |
| Animals | N | | | | |
| Cytotoxic drugs | N | | | | |
| Risks requiring Other Health Surveillance | | | | | |
| Radiation (>6mSv) | N | | | | |
| Laser (Class 3R, 3B, 4) | N | | | | |
| Dusty environment (>4mg/m3) | N | | | | |
| Noise (over 80dBA) | N | | | | |
| Hand held vibration tools (=>2.5 m/s2) | N | | | | |
| Other General Hazards/ Risks | | | | | |
| VDU use (> 1 hour daily) | Y | | | | Y |
| Heavy manual handling (>10kg) | N | | | | |
| Driving | Y | | Y | | |
| Food handling | N | | | | |
| Night working | N | | | | |
| Electrical work | N | | | | |
| Physical Effort | Y | | Y | | |
| Mental Effort | Y | | | | Y |
| Emotional Effort | Y | | Y | | |
| Working in isolation | Y | | | | Y |
| Challenging behaviour | Y | | | | Y |