JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- **Job Title:** Assistant Category Specialist
- **Post Number:** To be confirmed
- **Grade and SCP:** Grade 7 SCP 12-17
- **Directorate:** Finance and Governance

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the **Procurement and Contract Management Team** within the Legal and Governance team you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Overview of your role

To support Category Specialists in the team to ensure consistency of procurement approach in relation to specific spend categories and to undertake sourcing / procurement activity to meet the requirements of the Council.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to the **Category Specialist** who is in turn responsible for your health and safety, training and development.
- expected to lead and/or contribute to the procurement of a range of services and/or projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.
- responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.

What will you be doing?

- Procuring goods and services on behalf of the Council up to a contract value of £30,000. The activity will require you to work across all spend categories including, for example, social care, highways management, waste management, ICT, property and facilities and a range of corporate services.

- Running RFQs on behalf of Service Areas utilising the Council e-procurement system and liaising with Legal Services as required over agreement of contract terms and conditions.

- Undertaking Market Analysis and Market Engagement activities ensure the Council has a clear understanding of market dynamics and how these are to be taken into account in managing suppliers and informing category strategies.

- Providing sourcing and procurement governance and support to stakeholders to assist their understanding of all elements of the procurement process and resolving queries from internal stakeholders and suppliers as required.

- Providing support to the Category Managers in relation to the evolution and adoption of Category Strategies across the Council.

- Accurately maintain and develop the procurement pipeline for the organisation for a broad scope of contracts, supporting the assessment of their value, impact, risk

and complexity and thereby enabling proactive planning of the resources in the Procurement and Contract Management team.

- Correlate information required to be published in relation to Council activities including procurement notices, performance reporting and spend data.

- Guiding stakeholders to use existing corporate contracts and frameworks where possible in order to consolidate the supply base and reduce off contract spend.

- To help identify spend categories where council contracts could drive higher performance and greater value and provide information and assistance to Category Managers in establishing those agreements.

- To ensure, as far as practicable, the use of standard formal documentation, quotation templates/specification templates, and procedures throughout the Council and general best practice.

- To positively manage and develop stakeholder relationships and to promote the benefits of the Council's Corporate Procurement Strategy.

- Ensuring 'lessons learnt' are captured during the sourcing phase of a procurement and that these form part of a wider drive for continuous improvement across the Council in respect of 3rd party supply management.

- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,

- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Expected to undertake all relevant training requirements specifically to the role including formal Hearing / Investigating Officer training relating to Disciplinary / Grievance policies and procedures.
- Be responsible for preparing responses in line with Shropshire Council's corporate processes and national/regulatory/statutory processes (e.g. complaints, MP enquiries, Information Governance requests, customer enquiries, media enquiries, HR staff investigations etc..).
- Be responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Personal Development Plan (PDP). Courses are accessed via the council Learning Management System via the Intranet.
- Ensure adherence with the overall Council's Corporate Procurement Strategy, Council's Contract Rules, Financial Regulations, and UK Legislation on procurement, acting as check and challenge with stakeholders on all elements of these, including off contract spend and waivers to the Council Contract Rules.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

The post is primarily remote with occasional travel to The Guildhall, Shrewsbury.

Your post is subject to the following:

- The post is ***Permanent*** for ***37*** hours per week,
- Normal office hours are ***9am to 5pm*** Monday - Friday
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local

government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to ***two*** months' notice in writing on either side.

The appointment is subject to ***six*** months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form