

SCOTLAND EXCEL

JOB OUTLINE

FUNCTION:	Skills and Resources	SECTION/TEAM:	Flexible Procurement
POST TITLE:	Assistant Category Manager	POST ID:	tbc
GRADE:	Grade 11	LOCATION:	Renfrewshire House Paisley
DELEGATED AUTHORITY	Financial: - No Contractual: - No	RESPONSIBILITY FOR STAFF	Yes
REPORTING TO:	Category Manager		

ORGANISATION OVERVIEW:

Scotland Excel is the Centre of Procurement Expertise for local government in Scotland. Established in 2008, we are a leading public sector shared service and operate as a non-profit organisation funded by Scotland's 32 local authorities.

Our contract portfolio supports the delivery of a wide range of essential public services provided by councils and health & social care partnerships, and includes contracts for social care, construction, roads, transport, environment, corporate, education and ICT. Designed to maximise the value of public spending through efficiency, innovation, financial transparency and savings, our contracts also facilitate national and local policy priorities, support the local economy, and generate additional social value for Scotland's communities.

Scotland Excel offers an award-winning learning and development programme, and provides a range of assessment, consultancy and improvement services to help councils transform their procurement and commercial capability. We represent the sector at a national level on all matters relating to public procurement and lead the development and dissemination of good procurement and commissioning practice.

PRINCIPAL ROLE:

To develop, agree and implement specific contract strategies to obtain best value for money and sustainable cost reductions from expenditure on goods, services and works.

To ensure that Scotland Excel's requirements are sourced from the right suppliers, utilising sound contractual and commercial arrangements which recognise and mitigate risk, in particular legal risks, for example EU procurement directives.

To fully support the Category Manager and Flexible Procurement Team in leading and managing the procurement of all third party goods, services and works, in particular high value/high risk contracts within the commodity area to ensure that all aspects of procurement and supplier management within that category are carried out in a capable, thorough, and professional manner in order to achieve business targets and to realise best value for money.

To lead a professional procurement team to deliver Scotland Excel's objectives in terms of compliance and value for money.

Key tasks for which the postholder will be responsible:

The job holder will carry the formal responsibility for delivering the following outputs and they will be achieved through effective working relationships with those in the identified job interdependencies.

Contract Strategy

- Liaise with Category Manager and senior managers and directors within Scotland Excel to ensure procurement exercises meet Scotland Excel business needs.
- Develop and implement contract strategies for high value /high risk commodities which will deliver maximum value for money.
- Able to write both contract strategy documents and contract authorisation papers in a clear and concise manner, conscious of the audience, which will often be either the Directors, or the Board Members.
- Understand external market conditions and apply these to procurement exercises to ensure best value is achieved by the tender process.
- Support the provision of a centre of expertise for the category area.
- Meet savings targets as agreed with the Category Manager.
- Have an understanding of government frameworks which can be used, and know when using these frameworks makes good commercial sense.
- Able to demonstrate an understanding of procurement consortia and decide where such an approach would be strategically beneficial.

Provide an effective procurement service

- Ability to manage relationships with stakeholders at the most senior levels within Scotland Excel. This includes liaising with and presenting to Committee members and elected members.
- Develop stakeholder management to ensure that internal customers are met with regularly and customers' requirements are being met.
- Develop relationships with other organisations in order to drive benefits via a consortium approach.

Purchase to Pay Process

- Have an understanding of the 'purchase to pay' process, and take this into consideration when developing contract strategies and awarding contracts.
- Able to solve issues and make improvements within the purchase to pay process.
- Assist in ensuring all invoices are matched against an order within the purchasing system.

Contract Tendering and Negotiation

- Follow the agreed contract strategy.
- Fully competent in the tendering process, ensuring tenders are managed professionally, and within the legislative framework.
- Understand negotiation strategies and able to use them to full effect.
- Lead and advise direct reports in terms of best practice tendering and negotiation.
- Meet savings targets as agreed with the Category Manager.
- Able to advise on all areas of the procurement process.

Strategic Contract Management

- Provide Contract Management expertise to business users ensuring procurement involvement in all strategic commercial and contractual matters.
- Consider partnering and collaboration as contract strategy options, and engender these principles both internally and externally.

- Ensure team members manage suppliers effectively and deliver efficiencies from contracts.

Supplier Relationship Management

- Develop supplier relationships for all high risk/ high value suppliers.
- Attend all strategic supplier meetings, and develop supplier management strategies to improve performance.

Compliance with all relevant legal and regulatory requirements

- Ensure compliance with EU directives and other legislation in order to avoid business exposure to litigation and reputational risk.
- Understand and provide guidance on procurement legislation.

Clear and consistent leadership of staff

- Effective line management of team members including absence, disciplinary and performance management.
- Develop employees through learning and development and completion of development plans.
- Clear communication to employees of relevant organisational, divisional and team aims and initiatives.

Compliance with professional, regulatory, statutory and corporate requirements

- Comply with and implement all policies and procedures.
- Act ethically and with integrity.
- Promote and implement the Business plan.

Behaviours & Competencies

- The post holder will be able to demonstrate and evidence the behaviours and competencies as described within the competency framework.
- To adhere to Scotland Excel's commitment to Health and Safety and supporting employee attendance and compliance with all relevant policies.
- Support the following:
 - Corporate Management Team
 - All Council Boards
 - Legal
 - Audit
 - Finance
 - Suppliers
 - Scotland Excel, Scottish Procurement and other collaborative bodies.

Scotland Excel will develop as an organisation to deliver its longer term aims. The developing direction and priorities of Scotland Excel will require flexibility and post holders will be required to respond to these within the scope of their job role.

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.

(Created March 2025)