

Job Description			
Job Title	Procurement Category Manager	Job Family	Procurement
Reporting to	Head of Procurement	Job Code	
Location	Northern Office - Darlington	Evaluation Date	
Job Purpose			
<p>To play an active role in Procurement’s vision in being a strategic business partner accountable for the delivery of goods & services to the right quality/ standard, ensuring that value for money is always achieved.</p> <p>This will be delivered in a transparent and professional manner to continuously provide and improve the services that Priory Median delivers.</p> <p>Procurement’s mission is to deliver its expertise in the end-to-end Procurement lifecycle and strive to source on behalf of the business using best practices.</p> <p>We will keep service users’ outcomes at the heart of decisions to positively influence their experience whilst ensuring that compliance to Priory Median & regulatory policies is maintained at all times. As a digitally enabled function, we will provide value consistently and efficiently to support the business growth.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Report results directly to the Head of Procurement • Align closely with stakeholders to consider Priory business priorities • Support stakeholders and sites on all Procurement queries • Develop sourcing strategy, derive value delivery opportunities, define levers, and implement roadmaps for strategic sourcing projects • Develop the Category Strategy integrating internal factors (e.g., technical requirements) and external factors (e.g., supply market dynamics) • Select the right levers for each sub-category to extract maximum value from the Procurement spend, also covering non-commercial levers (e.g., specification improvement, partnerships) • Conduct category risk management, identifying potential risks and developing mitigation plans • Develop core negotiation strategies and lead negotiations across the categories under your responsibility on behalf of, or with other business functions • Be responsible and accountable for the value delivery of sourcing projects implemented at Priory • Evaluate bids and review of the price-performance ratio in existing contracts and agreements • Ensure sourcing initiatives are compliant with Priory procedures, policies, sustainability and compliance requirements 			
Knowledge / Education / Skills			
<ul style="list-style-type: none"> • Degree level education/ CIPS/ MCIPS is preferred however not essential • Experience in conducting strategic sourcing activities leading projects, and challenging status quo with business stakeholders and suppliers • Deep understanding of Procurement key cost drivers and levers • Strong analytical skills • Good listening, verbal and written communication skills • Experience in conducting successful negotiations is an advantage • Experience in Procurement risk management is an advantage • Experience in the categories under your scope with proven understanding of market knowledge, trends, cost drivers and specifications is an advantage 			

Experience	
<ul style="list-style-type: none"> Minimum of 2 years Category Management experience, or 5 year Procurement experience in a buyer/senior buyer role. 	
Communication	
<p>Excellent interpersonal and communication skills (both written and oral) as well as being highly organised and able to prioritise. Self-motivated, with proven analytical and problem solving skills, and have an ability to prioritise and manage own workloads effectively.</p>	
Working Environment	
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Safeguarding	
<p>All Priory Group colleagues have a responsibility to safeguard the individuals we care for, these may be adults and children or individuals connected to the people Priory supports. Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, in addition who to contact within the Local Authority Safeguarding Team for further advice.</p> <p>All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas.</p>	
Upholding Company Behaviours	
<p>This provides some guidance on the types of conduct to support the Company Behaviours</p>	
Behaviour	Evidence
<p>Putting people first - we put the needs of our service users above all else</p>	<ul style="list-style-type: none"> Strives to ensure every colleague is able to make a positive and lasting difference to our patients, clients and residents and their families Actively seeks to develop the potential of every service user and staff member
<p>Being supportive - we support our colleagues, our service users and their families when they need us most</p>	<ul style="list-style-type: none"> Celebrates success and supports colleagues through difficult times Demonstrates loyalty to colleagues, manager and team
<p>Acting with integrity - we are honest, transparent and decent. We treat each other with respect</p>	<ul style="list-style-type: none"> Is honest and respectful in all interactions with colleagues and customers Demonstrates emotional control Ensures accurate recording of any transactions and interactions on all company documentation Challenges poor performance and behaviours
<p>Striving for excellence - for over 140 years, we have been trusted by our service users with their care. We take this trust seriously and constantly strive to improve the services we provide</p>	<ul style="list-style-type: none"> Always puts service quality first Shares and encourages innovation Keeps on top of new developments in the sector

<p>Being supportive - we support our colleagues, our service users and their families when they need us most</p>	<ul style="list-style-type: none">• Promotes the company in a positive way at all times• Strives for positive outcomes, especially when times are challenging
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