

Person specification

Job Title: Assistant Category Manager

Knowledge and Experience	Essential	Desirable
Experience of Supporting Procurement Activities: Demonstrated experience in supporting a range of procurement activities, including drafting all associated tender/contract documentation to effectively manage commercial risks.	x	
Knowledge of Public Contract Regulations: Good level of knowledge and understanding of the Public Contract Regulations 2015 and the subsequent Procurement Act 2023, particularly as they pertain to educational procurement.	x	
Experience in Procurement Process: Experience in assisting the drafting of specifications, preparation and issue of tender documents, evaluation of proposals, contract award, and administration.	x	
Understanding of Public Sector Procurement Issues: Awareness of local government/public sector procurement, including competitive tendering requirements, achievement of best value, and the role of procurement in the delivery of best value and efficiency.	x	
Stakeholder Engagement: Experience in providing procurement advice and influencing stakeholders at all levels.		x
Data Analysis Skills: Experience in analysing spend (across multiple sites), markets, supplier trends, and capabilities.	x	
Knowledge of Procurement Metrics: Good knowledge of procurement metrics and systems with proven ability to set, monitor, and achieve KPIs.		x
Contract Management: Experience in assisting with contract management, improvements, and innovation.		x
Qualifications		
Educational Background: A degree and/or professional qualification relevant to the post.		x

Professional Certification: Chartered Institute of Procurement and Supply Level 4 (CIPS) or equivalent.		x
Skills		
Communication Skills: Excellent literacy, numeracy, communication, and presentation skills.	x	
Negotiation Skills: Proven negotiation skills, particularly in complex procurement environments.		x
Ability to Work Under Pressure: Capable of working under pressure with accuracy, independently, and using one's own initiative.	x	
Personal Qualities		
Commercial Acumen: A commercially astute, articulate, and technically strong negotiator with the ability to think strategically.		x
Team Player: A collaborative team player with robust communication skills and a focused approach to embedding commercial practices while upholding the organisation's vision and values.	x	
Integrity: High integrity with an ethically sound approach to building relationships.	x	
Risk Management: A mature and balanced approach to assessing and managing risk.	x	
Emotional Intelligence: High emotional resilience and intelligence to drive significant change sensitively.	x	
Prioritisation: Plans and prioritises work to meet commitments aligned with organisational goals. For example, outlines clear plans that put actions in a logical sequence; conveys some time frames. Aligns own work with relevant workgroups. Takes some steps to reduce bottlenecks and speed up the work.	x	