

# ROLE PROFILE

Role Profile			
<b>Job Title</b>	Category Buyer		
<b>Section</b>	Business Services	<b>Department</b>	Business Support
<b>Reports to (Job Title)</b>	Procurement Manager		
<b>Suitable for Job Share (Y/N)</b>	N	<b>If no, state reason</b>	Requirement to provide a consistent service to customers
<b>Location</b>	Building 2, Derriford Business Park, Plymouth with travel to other Delt/Customer sites as required	<b>Shift Pattern</b>	Office hours as per company terms and conditions

<b>Job Purpose</b>	<p>The Category Buyer will be responsible for the procurement of mid value/complexity goods and services. They will place procurement orders in accordance with company policies and best practice.</p> <p>They will support and participate in category procurement activities.</p> <p>They will produce departmental reports, dashboards and resource plan information, developing the next generation of reports for our customers and stakeholders</p> <p>The Category Buyer will support Project and Delivery requirements, providing procurement guidance and expertise collaboratively to realise best value, programme adherence and compliance.</p> <p>They will actively participate in continuous improvement activities within the team and the supply base to contribute to the delivery of value to the company, its shareholders and customers.</p> <p>They will support the production of category strategies and contracting activities being responsible for the renewal of contracts between £20,000-£99,999.</p> <p>Alongside the Category Managers, the Category Buyer will coach and train the Assistant Buyer</p> <p>Working to our company objectives and values, the role will deliver maximum value for company resources, liaising with finance and technical colleagues to deliver a service that helps our customers do amazing things.</p> <p>The Category Buyer will be the supplier relationship manager for their allocated suppliers, using SRM techniques to develop the relationship for mutual benefit.</p>
<b>Key Competencies and Output</b>	The Category Buyer will be methodical and organised with demonstrable experience of having procured in a deadline focused work environment.

	<p>They will have or develop knowledge of all product/service categories to ensure that goods and services are procured to time, cost and specification. Support the deliverables of the procurement team by conducting analysis on suppliers, reviewing contract registers and managing the supplier engagement plan Promote and deliver a high-quality procurement service that helps our customers do amazing things.</p> <p>Keeping themselves current and relevant based on best practice, growth projections and any regulatory standards.</p> <p>Engage with teams across the company and provide guidance on all administrative processes to minimise delay and maximise the efficiency of the department.</p> <p>Work as an effective collaborator with both other business functions to deliver a seamless purchase to pay process.</p> <p>The Category Buyer will provide subject matter expertise to the wider business as appropriate and escalating as necessary to the wider procurement team.</p> <p>The Category Buyer will be comfortable in a collaborative team-based environment and will be able to self-motivate to deliver effectively.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed.</p>
<p><b>Experience, Knowledge, Skills and Qualifications</b></p>	<p>Microsoft Office, strong communication and numeracy. Reporting experience and capability The Category Buyer should be able to collaborate and work in teams actively to solve problems and develop solutions. 5 years' experience in a buying environment, CIPs level 3 will be an advantage. Appreciation and understanding of contracting, Experience of public sector procurement would be an advantage</p>
<p><b>Corporate Standards</b></p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>