

ROLE PROFILE

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

Job Purpose	<p>The Category Assistant will be responsible for the procurement of low value/complexity goods and services. They will place high quality purchase orders in accordance with company policies and best practice.</p> <p>They will be responsible for expediting activities contributing to supplier performance management and providing excellent customer service for requisitioner and ensuring SLA satisfaction.</p> <p>They will maintain supplier records and carry out annual due diligence checks. 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 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 Assistant 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. The Category Assistant will learn public procurement regulations and how to apply them with agility to ensure the very best outcome for our customers.</p> <p>They will participate in the production of category strategies and contracting activities.</p> <p>They will provide general administration support to the Procurement Team in relation to maintaining the contracts register, document storage and data analysis/cleansing.</p>
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	<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>Key Competencies and Output</p>	<p>The Category Assistant will be methodical and organised with demonstrable experience of having administrated in a deadline focused work environment. Develop a knowledge of all product/service categories to ensure that goods and services are procured to time, cost and specification.</p> <p>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. Engage with teams across the company and provide guidance on all administrative processes to minimise delay and maximise the efficiency of the department.</p> <ul style="list-style-type: none"> • 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. • Keeping themselves current and relevant based on best practice, market intelligence and any regulatory standards. • Engage with teams across the company and provide guidance on procurement administrative processes to minimise delay and maximise the efficiency of the department. • Work as an effective collaborator with both other business functions to deliver a seamless purchase to pay process. • The Category Assistant will provide procurement expertise to the wider business as appropriate, escalating as necessary to the wider procurement team. • The Category Assistant will be comfortable in a collaborative team-based environment and will be able to self-motivate to deliver effectively. • They will engage fully in the personal development review process working personally to improve and progress within the role. <p>The Category Assistant will provide subject matter expertise to the wider business as appropriate and escalating as necessary to the wider procurement team.</p> <p>The Category Assistant 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>

Experience, Knowledge, Skills and Qualifications	<p>Microsoft Office, strong communication and numeracy. Category Assistant should be able to collaborate and work in teams actively to solve problems and develop solutions. Experience in a buying environment, CIPs level 4 will be an advantage. Appreciation and understanding of contracting preferable. Experience in a public sector environment is not required.</p>
Corporate Standards	<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 act at all times 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 behavior for them and their team(s).</p>