

ROLE PROFILE

Role Profile			
Job Title	Category Manager		
Section	Business Support	Department	Procurement
Reports to (Job Title)	Head of Procurement		
Location	Building 2, Derriford Business Park, Plymouth		

Job Purpose	<p>The Category Manager will take ownership of assigned procurement categories, defining and implementing sourcing strategies for all non-pay goods and services across multiple categories. The role ensures an efficient, high-quality procurement service that maximises value, mitigates risk, and aligns with organisational objectives.</p>
Key Competencies and Output	<p>Leads contract renewals, including category negotiations and advising SMEs on procurement methods and timelines.</p> <p>Develops an expert level of knowledge across all product/service categories to ensure timely and cost-effective procurement.</p> <p>Conducts in-depth market analysis to inform and optimise procurement strategies.</p> <p>Delivers savings and efficiencies outlined in the category management plan while maintaining quality and compliance.</p> <p>Promotes and deliver a customer-focused procurement service that supports organisational success.</p> <p>Reviews and updates procurement processes and procedures, ensuring alignment with best practices, growth projections, and regulatory standards.</p> <p>Engages with internal stakeholders to influence procurement strategy outcomes and ensure alignment with business objectives.</p> <p>Serves as a trusted advisor on procurement matters for major projects and organisational change initiatives.</p> <p>Supports the development of junior staff, enhancing their knowledge and skills in procurement.</p> <p>Establishes clear objectives and timelines for contract renewals that align with the savings plan and meet customer requirements.</p> <p>Works collaboratively with finance and procurement administration teams to maintain a seamless purchase-to-pay process.</p> <p>Provides procurement advice and support to the Senior Leadership Team (SLT) and other key stakeholders.</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>Significant experience in procurement and category management, particularly within the infrastructure category.</p> <p>MCIPS qualification or equivalent.</p> <p>Strong report writing and presentation skills, including data analysis for decision-making.</p>

	<p>Proven ability to negotiate and deliver financial and operational benefits across multiple categories.</p> <p>Sound understanding of contractual terms and conditions, supplier partnerships, and commercial awareness.</p> <p>Practical working knowledge of procurement legislation and EU regulations within the public sector.</p> <p>Experience working across commercial, public, and third-sector organisations.</p>
<p>Corporate Standards</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 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 behaviour for them and their team(s).</p>