

## ROLE PROFILE FOR PROCUREMENT CATEGORY MANAGER

### About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

#### ***We Include, You Belong.***

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience, we're looking for then we would like to hear from you.

### About the department

Our Procurement team was established six years ago and has developed into a key strategic partner driving value-for-money, promoting a best practice approach, and upholding strong ethical procurement principles. We are looking to appoint a new Procurement Category Manager to lead the delivery of the category strategy, governance, and policies, and delivering significant value through market-specific strategic sourcing initiatives and supplier relationship management.

Procurement operates as a shared services function within the Finance Department, working collaboratively across the National Centres of Innovation (NCIs) to provide a comprehensive and cost-effective finance service. We are actively building a dedicated Procurement team to deliver value for money, enhance supplier and contract management, and implement a coordinated, best-practice approach to procurement.

As part of our commitment to continuous improvement, we have recently launched an ambitious programme focused on driving efficiencies and productivity gains. This programme aims to deliver sustainable, recurrent benefits to the NCIs. We are in the early stages of this transformation and are fully committed to achieving these goals. Our key areas of expenditure include Facilities Management, IT systems, infrastructure, equipment, buildings, and both corporate and professional services.

## What you'll be doing

The primary purpose of this role is to lead the development and implementation of Category Strategies, along with the associated policies and processes. You will manage key procurement activities, enhance the skills of your colleagues, and drive improvements in our approach to reporting and compliance. A key responsibility will be to champion best procurement practices, particularly in the areas of sustainability, ethical purchasing, and whole-life costing. While your core focus will be on the NCIs (which are large and complex organisations in their own right) you will also look up and out, closely collaborating with colleagues in the Parish Buying service to support the development of future procurement strategies for the wider Church.

This is a senior commercial role responsible for leading and developing strategic sourcing initiatives within your categories. You will provide expert category knowledge, focusing on strategic sourcing, content expertise, and delivering value (both in terms of price and total cost of ownership). Additionally, you will actively manage significant risks and supplier-related issues to ensure successful outcomes.

### **Procurement Strategy**

You will be responsible for formulating, developing, and maintaining an integrated category strategy for the NCIs. Identifying key opportunities and risks, you will collaborate with relevant stakeholders (fostering and nurturing strategic supplier relationships) to achieve value for money and meet savings targets. Success in this role will require your building strong and effective relationships with a diverse range of stakeholders, including close collaboration with the Parish Buying team. Together, you will help shape the future procurement strategy and approach for services across the Church of England. Additionally, you will identify opportunities to share best practices, engage in collaborative benchmarking, and leverage insights across the charity sector.

### **Developing policies and processes**

Good procurement practices are essential to achieving value for money and effectively meeting the needs of both the NCIs and the wider Church. You will play a key role in implementing and

maintaining clear, accessible procurement policies and processes that are easy to understand and consistently followed across the organisations.

### **Leading key procurement activity**

The **Category Manager** is accountable for overseeing specific categories, with responsibility for total expenditure in their area. The role ensures that products and services are sourced competitively and cost-effectively to meet and enhance the business's needs. The job holder will be responsible for identifying and delivering multiple cost-saving initiatives to achieve both individual and departmental targets.

Key responsibilities include leading supplier selection and qualification while managing relationships with key suppliers using modern supplier relationship management techniques (including supplier development and performance measurement).

In addition, the role involves:

- Developing and maintaining a comprehensive category plan with a clear pipeline of savings and opportunities.
- Establishing category priorities based on business requirements and potential benefits.
- Creating and managing a category risk plan, in collaboration with the business, to mitigate exposure to supply chain risks.
- Leading contract negotiations on behalf of the organisation and developing detailed negotiation plans.
- Driving innovation by challenging existing practices and business requirements.
- Bringing creative solutions to the team and organisation, maximizing total cost of ownership savings through continuous improvement initiatives.
- Collaborating with internal customers to ensure requirements are met, performance is tracked, and operational efficiencies are maximised.
- Actively participating in team and department meetings and events, communicating and advocating for procurement across the organisation.
- Upholding personal integrity in maintaining commercial confidentiality and ensuring supplier relationships are conducted by applying the highest ethical standards.

### **Training and Awareness**

You will promote a best-practice procurement approach to staff across the NCIs.

### **Reporting & compliance**

You will develop and produce regular reporting to evaluate compliance with relevant procurement policies and processes and monitor key areas of spend and the procurement approach taken, including developing savings trackers to enable procurement achievements to be well understood and reported to management. Maintaining accurate, auditable records to demonstrate compliance with competitive processes will be a critical part of this role.

*This job description is intended to reflect your main tasks and areas of work, but it is not exhaustive. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

## About You

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course, we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

You will be naturally collaborative and consistently pragmatic, understanding how to use procurement principles and best practices in a way which drives good business outcomes and supports strategic goals, rather than being an end in themselves.

You'll need to have/be:

- MCPIS qualified and have a good knowledge of contract law
- Significant Category management experience and expertise in a related industry or a large blue-chip organisation
- Proven ability and experience in delivering savings through driving strategic category planning
- Experienced negotiator who is proficient at drawing upon and developing fact-based negotiation plans and operating at a senior level
- Proficient at drafting contracts and familiar with contract law
- Recent and relevant experience in leading cross-functional teams

You will be customer-focused and able to manage diverse and competing stakeholder groups. You will need to demonstrate excellent interpersonal skills, and the ability to achieve cooperation and influence others, strong networking skills, as well as excellent communication to engage with senior-level stakeholders.

You'll also need to be:

- Committed to the NCIs' values, which will underpin your approach to work, including how you use your excellent negotiation skills
- Resilient, tenacious, persuasive, able to influence and to drive change
- Commercially aware, and able to interpret and evaluate financial information with confidence and inspire colleagues in a similar manner
- A good problem-solver, able to connect facts, ideas and initiatives to enable improved systems, processes and procurement outcomes
- Self-motivated, able to deliver to deadlines and work on own initiative and motivate others in equal measure

You'll need to be confident and skilled in using Excel to manipulate, analyse and interpret large data sets, and have experience in using e-procurement/purchase-to-pay (P2P) systems. Experience in project management and familiarity with recognised project management approaches is essential, and a qualification such as Prince2 Certification or significant experience in running large-scale projects within a recognised framework would be an advantage.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Procurement Category Manager</b>
<b>NCI ENTITY:</b>	Church of England Central Services
<b>DEPARTMENT:</b>	Finance & Procurement
<b>GRADE:</b>	Band 3      Standard Point
<b>SALARY:</b>	£59,248
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRIDWORK ARRANGEMENTS:</b>	1-2 days a week in the office
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8103610
<b>COST CODE:</b>	50101
<b>PARENT POSITION:</b>	Head of Procurement