

JOB PROFILE



JOB TITLE:	Category Manager – Goods & Services (National Resilience)
SALARY GRADE:	Grade 12
JE REFERENCE:	A704
DIRECTORATE:	Finance and Procurement
TEAM:	Procurement
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Head of Procurement
RESPONSIBLE FOR:	Procurement Officer / Procurement Apprentice
LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself

MAIN JOB PURPOSE

The Category Manager's primary responsibility is to procure goods and services for Merseyside Fire and Rescue Authority, specifically including those required for the purposes of National Resilience. Contracts are to be fit for purpose, agreed in a timely manner and compliant with the Authority's Contract Standing Orders and all relevant legislation.

The Category Manager will also manage relevant contracts. The portfolio of goods and services includes specialist personal protective equipment, operational equipment and corporate services.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

1. To create and maintain professional relationships with customers, suppliers and other external bodies, in particular Fire Services, other Public Sector Authorities and Professional Buying Organisations.
2. To select the most suitable approach to market in terms of effectiveness and efficiency.
3. To develop specifications in conjunction with technical subject matter experts for the purposes of competition and for incorporation into contracts.
4. To take a leading role in the evaluation of commercial offers received by the Authority.
5. To appoint suppliers using a compliant process (e.g. request for quotation / invitation to tender) and subsequently draft commercial agreements that provide value for money at an acceptable cost / risk balance for the Authority.
6. To produce commercial agreements in collaboration with other Contracting Authorities following a compliant process that offer better value for money than a single Authority approach to market.
7. Contract management with key stakeholders that includes:

• Mobilisation	• Reporting
• Managing disputes / escalation	• Attending relevant meetings
• Maintaining service delivery	• Re-procurement / Closure
• Change control	• Budgetary aspects

8. To provide expert advice and guidance to colleagues and customers about Procurement and Contract Management.
9. Responsible for the development and skills of staff that report directly to the Category Manager.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

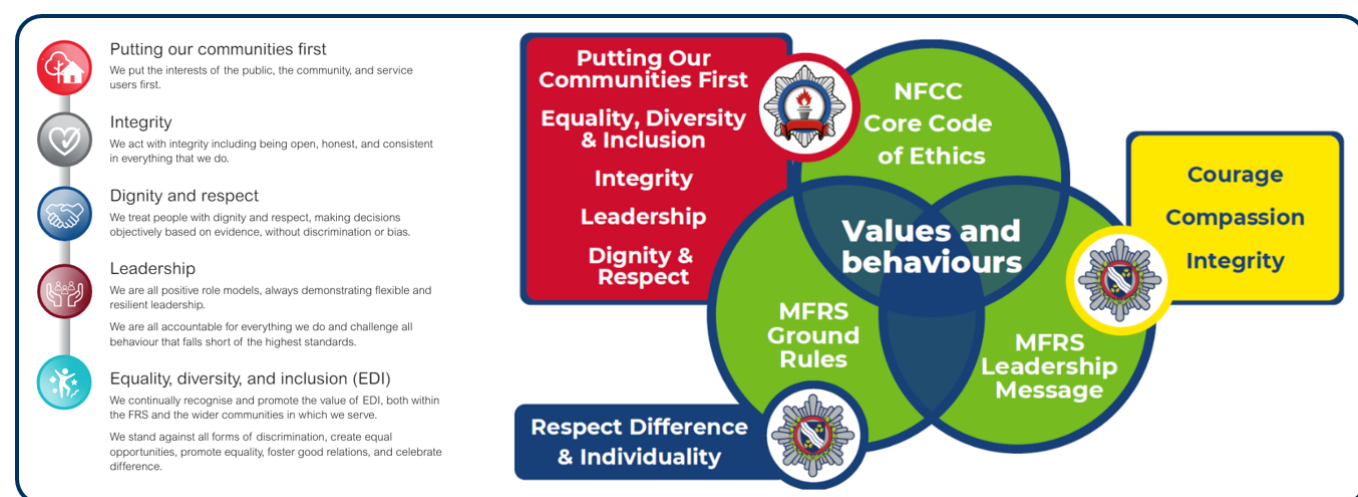
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

LEADERSHIP BEHAVIOURS

LEADING OTHERS

Personal Impact	I consistently lead by example.	I take responsibility for inclusion, and encourage different points of view.	I give and receive feedback.
Outstanding Leadership	I work with the team to establish a clear sense of purpose and set expectations to achieve our goal.	I have responsibility for team effectiveness which focusses on improving outcomes and decisions.	I look for opportunities to support others through appraisal, coaching and mentoring.
Service Delivery	I seek to understand, prioritise & address the specific risks and diverse needs of people and communities.	I look ahead to anticipate issues with local service delivery and performance and make plans to resolve or minimise issues.	I encourage my team to build constructive working relationships with others to achieve our aims.
Org. Effectiveness	I make sure the team understands how our work contributes to and delivers organisational priorities.	I manage quality in my team, and use various sources of feedback and evidence to understand how we are performing and managing risk.	I promote continuous improvement for the team and the organisation through listening and implementing ideas.

Date job profile prepared / revised:

October 2026 H Pritchard

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Category Manager - Goods & Services	Team:	Procurement
Salary:	Grade 12	Directorate:	Finance and Procurement
JE Reference:	A704		

QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
Chartered Institute of Procurement and Supply (CIPS) - Diploma	E	A, PD
Chartered Institute of Procurement and Supply (CIPS) – Member (MCIPS)	D	A, PD
Contract Management	D	A, PD
Project Management qualification e.g. PRINCE 2	D	A, PD
KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
Substantial knowledge and understanding of the procurement process	E	A & I
Awareness of the legal framework	E	A & I
Experience of managing a team	E	A & I
Business experience / account management experience	E	A & I
Knowledge and understanding of Microsoft applications (Word/Excel/PowerPoint)	E	A & I
Stakeholder awareness	E	A & I
Experience of tendering for Goods and or Services	E	A & I
Experience of tendering for Works	D	A & I
Knowledge of relevant procurement case law	D	A & I
Knowledge of corporate governance	D	A & I
SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
Specification writing	E	A & I
Tender evaluation	E	A & I
Use of electronic tendering	E	A & I
Contract management	E	A & I
Business confidentiality	E	A & I
Contract management	E	A & I
Use of financial systems	E	A & I
Well developed interpersonal skills & the ability to manage a broad range of stakeholders	E	A & I
Ability to develop, monitor and maintain management information systems and procedures	E	A & I
Understand the importance of equality, diversity & inclusion (E,D &I)	E	A & I
Positive approach to change and new challenges / experiences	E	A & I
Able to work effectively under pressure to deadlines	E	A & I
How legislative requirements including EDI apply in relation to procurement	D	A & I

	Research, analyse and interpret complex information to produce clear verbal and written communication	D	A & I
	Support category strategies	D	A & I
	Market engagement	D	A & I
	Familiarity with ProContract	D	A & I
	Commercial risk analysis	D	A & I
	Contract drafting	D	A & I
	Financial management	D	A & I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Disclosure Barring Service check verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS
	Role is based at MFRA HQ and able to travel within the UK as required	E	I
	Flexibility over working hours may be required to meet the needs of the business	E	I

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will facilitate
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