



<b>JOB TITLE:</b>	Category Manager - Goods and Services
<b>SALARY GRADE:</b>	Grade 12
<b>JE REFERENCE:</b>	A679
<b>DIRECTORATE:</b>	Finance and Procurement
<b>TEAM:</b>	Procurement
<b>LOCATION OF WORK:</b>	Service Headquarters
<b>HOURS OF WORK:</b>	35
<b>DIRECTLY RESPONSIBLE TO:</b>	Head of Procurement
<b>RESPONSIBLE FOR:</b>	Procurement Officer / Procurement Apprentice

<b>LEADERSHIP BEHAVIOUR LEVEL:</b>	Leading Yourself
------------------------------------	------------------

**MAIN JOB PURPOSE**

The Category Manager’s primary responsibility is to procure goods and services for Merseyside Fire and Rescue Authority, 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:

<ul style="list-style-type: none"><li>• Mobilisation</li></ul>	<ul style="list-style-type: none"><li>• Reporting</li></ul>
<ul style="list-style-type: none"><li>• Managing disputes / escalation</li></ul>	<ul style="list-style-type: none"><li>• Attending relevant meetings</li></ul>
<ul style="list-style-type: none"><li>• Maintaining service delivery</li></ul>	<ul style="list-style-type: none"><li>• Re-procurement / Closure</li></ul>
<ul style="list-style-type: none"><li>• Change control</li></ul>	<ul style="list-style-type: none"><li>• Budgetary aspects</li></ul>

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

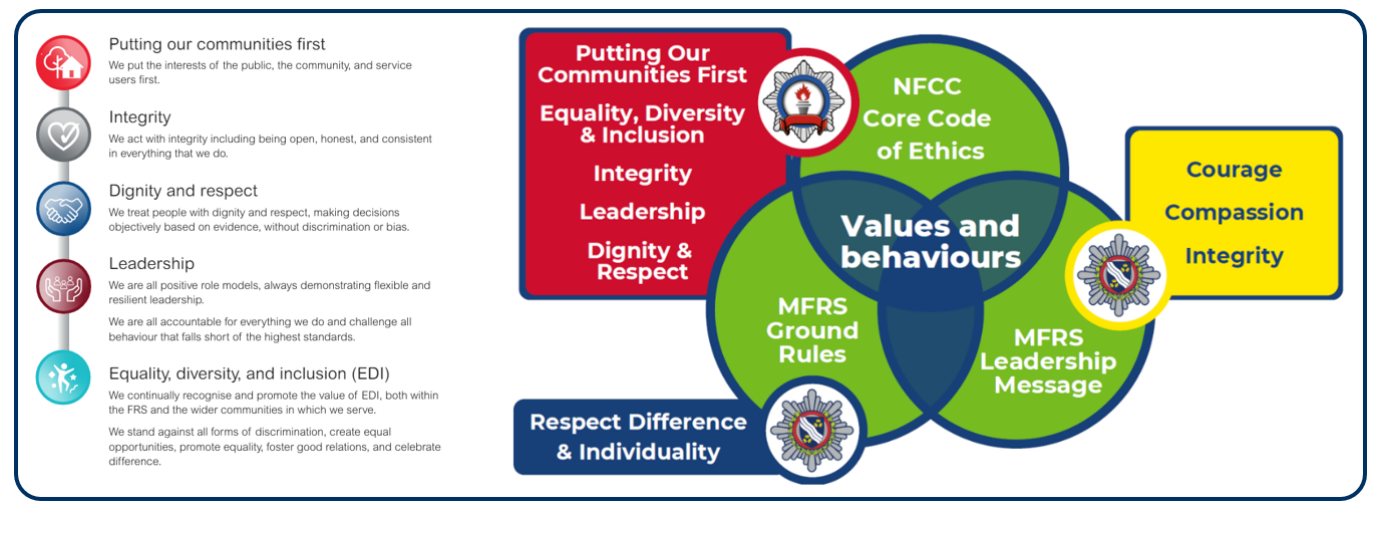
### We serve with **Integrity**

- 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

<b>Personal Impact</b>	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).
<b>Outstanding Leadership</b>	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.
<b>Service Delivery</b>	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.
<b>Org. Effectiveness</b>	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

<b>Personal Impact</b>	I consistently lead by example.	I take responsibility for inclusion, and encourage different points of view.	I give and receive feedback.
<b>Outstanding Leadership</b>	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.
<b>Service Delivery</b>	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.
<b>Org. Effectiveness</b>	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:

05.12.2024 H Pritchard

# MERSEYSIDE FIRE & RESCUE SERVICE

## PERSON SPECIFICATION



<b>Job Title:</b>	Category Manager	<b>Team:</b>	Procurement
<b>Salary:</b>	Grade 12	<b>Directorate:</b>	Finance and Procurement
<b>JE Reference:</b>	A679		

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
	Transforming Public Procurement	D	A, PD
	Contract Management	D	A, PD
	Awareness of Modern Slavery	D	A, PD
	Project Management qualification e.g. PrINCE 2	D	A, PD
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
	Knowledge and understanding of Microsoft applications (Word/Excel/PowerPoint)	E	A, I
	Knowledge and understanding of the procurement process	E	A, I
	In-depth knowledge of the NR Asset Refresh Process	E	A, I
	Procurement principles	E	A, I
	Awareness of the legal framework	E	A, I
	Relevant procurement case law	D	
	Leadership and people management	E	A, I
	Account management	E	A, I
	Business experience	E	A, I
	Stakeholder Awareness	E	A, I
	Tendering for Goods and or Services	E	A, I
	Tendering for Works	D	
SKILLS & ABILITIES		ESSENTIAL/DESIRABLE	ASSESSED BY
	Relationship and Contract Management	E	A, I
	Business confidentiality	E	A, I
	Corporate governance	E	A, I
	Financial Management	E	A, I
	Excellent, well-developed interpersonal skills	E	A, I
	Ability to develop, monitor and maintain management information systems and procedures	E	A, I
	Effective communication with individuals and with a variety of organisations and audiences	E	A, I
	Research, analyse and interpret complex information to produce clear verbal and written communication	E	A, I
	Understand diversity best practice and awareness of legislative requirements in relation to procurement	E	A, I
	Commitment to excellence	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
	Use of electronic tendering	E	A, I
	Familiarity with ProContract	D	
	Use of financial systems	E	A, I
	Specification Writing	E	A, I
	Tender Evaluation	E	A, I

	Contract Drafting	D	A, I
	<b>WORK RELATED CIRCUMSTANCES</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>ASSESSED BY</b>
	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
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check verification of unspent criminal records will be undertaken in the in the form of a <b>standard</b> disclosure barring service check	E	MFRS
	Role is based at MFRA HQ and able to travel within the UK as required	E	A, I
	Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service	E	A, I
	Ensure the promotion of equality and diversity and challenge inappropriate behavior	E	A, I
	Ensure a safe and clean working environment and that all staff are knowledgeable of the Health and Safety responsibilities applicable to the office environment	E	A, I
	Maintain an overview, through the NRO, of any Health and Safety issues of the operational team	E	A, I
	Flexibility over working hours may be required to meet the needs of the business	E	A, I

<b>A</b>	Application	<b>I</b>	Interview	<b>PD</b>	Produce Documentation	<b>MFRS</b>	If successful & conditionally offered the role, MFRS will facilitate
----------	-------------	----------	-----------	-----------	-----------------------	-------------	--