

Job Description & Person Specification

Job Title:	Category Manager
Directorate:	Group Procurement, Finance Directorate
Reports To:	Senior Category Manager
Overview of the role:	<p>Category Management is part of the newly restructured Group Procurement Team reporting into the Procurement Director part of Platform Finance Directorate.</p> <p>Category Management's purpose is to ensure we secure the best outcomes for our Group and Customers by applying Category Management tools and techniques across all areas of indirect and direct spend. Provide an assurance to the Group on procurement and the wider supply chain so associated risks are managed. Acting in response to the Group's development, to deliver corporate solutions. Securing the economies of a large organisation and delivery continued commercial value.</p> <p>Following our merger Platform Housing Group is going through a period of significant change both operationally and corporately. Because of this and given the Group's increased size there is a need to develop our wider procurement function.</p> <p>This is an exciting time to join us as the Procurement Team is growing and expanding. We are looking for someone who has relative Category Management experience coupled with drive and enthusiasm to support our growth. To be successful in this role you need to be a strong collaborator, who can deliver autonomously with an understanding of how to promote and engage others in the benefits of Category Management, Procurement and effective Supply Chain Management. You need to be a natural team player. The ability to adapt and be flexible is critical. You must be a confident communicator both written and verbal with the skills to deal with external stakeholders, colleagues, Executive and Board members.</p> <p>You will utilise the benefits of structured Category Management tools and techniques by:</p> <ul style="list-style-type: none"> • Collaborating across the Group to secure compliance and value. • Identifying efficiencies and how we can improve • Identifying and managing key areas of Spend • Provide independent advice to mitigate corporate risks • Deliver high standards of customer service

	<ul style="list-style-type: none"> Promoting and developing 'better buying principles'. <p>This is a new role and it's an opportunity for the right procurement professional to contribute to the development of this business area. The Group is growing, you will join an already high performing team at a time of change.</p> <p>To manage the Group's procurement and supply chain management activity. Provide assurance by ensuring the Group's commissioning is undertaken compliantly.</p> <p>Ensure the Group's procurement is undertaken in an open and transparent way.</p> <p>Support the delivery of our strategic ambitions working across the Group, stakeholders, suppliers and partners to provide a professional procurement service. Build and develop sustainable relationships with suppliers and external parties to deliver performance and quality.</p> <p>Identify and report on the strategic, legislative and regulatory risks, making recommendations to the Group on mitigation. Identify area for improvement add value by making recommendations on efficiencies and training needs.</p>
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Key Responsibilities	Key Tasks
Team Leadership	<ul style="list-style-type: none"> Ensure the effective and efficient implementation of the Group Procurement strategy. Identification of associated corporate risks, ensuring accurate reporting and making recommendations on their mitigation. Be responsible for the day to day management, coaching and development of Category Buyers and Category Officers. Act as mentor across the Group for the benefits of professional Procurement promoting awareness and understanding in this area, developing corporate understanding of better buying principles and world class supply chain management.
Core tasks and outputs	<ul style="list-style-type: none"> To lead, design and implement Category strategies across complex areas of spend to deliver measurable procurement improvements, understanding and applying whole life cost principles as well as lowest cost to source. Work with all business areas to secure a simplified supplier landscape and implement wider Category plans coupled with appropriate contract solutions and controls for the Group. Develop reforms to deliver efficiencies and improvements, by introducing agreed Category plans for goods and services. Continue the review of our existing

contracts, introduce changes appropriate for a modern housing association, including realising the benefits of digital transformation.

- Responsibility for building and maintaining a strong culture and awareness of compliant Procurement and the benefits of good supply chain management. Ensuring we work with the right suppliers who share our values and commitment to our customers.

Support the Group's procurement and supply chain management strategy. Including:

- Category Management Plans
- Contract Management
- Subcontractor management and strategy
- New supplier onboarding and ongoing monitoring
- Group terms and conditions
- Development and support of the Group Procurement Plan

Delivery and leadership of the associated procurement: Pre Procurement Activities/Marketplace Engagement. Tender Document Preparation. Tender Analysis/Award. Contract Negotiation.

Responsible for ensuring all procurement is compliant with OJEU, relevant legislation, GDPR, governance and Group Financial Regulations. Provision of professional procurement and contract management advice.

Work with colleagues to develop the new Group Procurement function. Support colleagues to embed our procurement strategy within the Group. Lead the change process to enable effective implementation. Including the development and maintenance of procurement and supply chain management policies, procedures and guidance to promote best practice, applying 'continuous improvement' principles and the development and implementation of a Group Subcontracting policy.

Production of accurate and timely management information and associated data analysis for corporate and Board reporting including accurate reporting of our contracted financial exposure and liabilities. Responsibility for corporate reporting and delivering on secured efficiencies of a large modern organisation. Including data performance reporting and benefits analysis.

Work with our stakeholders, partners, suppliers and customers on stakeholder management activities. To build trusted relationships and quality of delivery for the Group. Identifying

	<p>innovative opportunities for the Group to lead the way in new ways of working with our supply chain.</p> <p>Work with other members of Procurement and Finance to implement improvements for the Group. Commitment to raise awareness through training and communication to the Group of good supply chain management and compliant procurement.</p> <p>Seek opportunities to learn from other enterprise resource planning organisations and housing associations on 'best practice'.</p> <p>Support the maintenance and accuracy of the Group's Assets & Liabilities Register.</p>
Financial Management	<ul style="list-style-type: none"> • Ensure all procurement commissioned and undertaken complies with the Group's Financial Regulations and governance. • Ensure that all procurement delivers value for money solutions and efficiencies, including consideration of contract variations. • Ensure all procurement is accounted for within Departmental budgets. • Responsibility for Group and Board reporting on VFM & efficiencies.
Communication	<ul style="list-style-type: none"> • Work collaboratively across the Group to provide specialist advice and guidance on procurement and supply chain management. • Lead on Category Plans, procurement and supply chain awareness and promotion. • Internal and external communication to ensure successfully delivery of the Groups Category Plans and wider Procurement strategies. • Establish and build productive and sustainable relationships with the Group's supply chain, prospective suppliers and wider market. • Corporate, Board and Regulatory Assurance Reporting.
Innovation	<ul style="list-style-type: none"> • Promote compliant practises and ideas that will deliver value for money and efficiency for the Group. • Support the introduction and/or piloting of new ways of working in procurement and across the Group. • Proactively seek and research new ways of working to implement continuous improvement in procurement.
Stakeholders	<ul style="list-style-type: none"> • Work with suppliers, potential suppliers, internal and external customers. • Encourage, support and challenge others to ensure effective and successful delivery for the Group.

Safeguarding	<ul style="list-style-type: none"> To report safeguarding concerns to the relevant authorities as necessary
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The duties and responsibilities detailed above are not exhaustive and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.

Person Specification

Criteria	Essential or Desirable
Qualification	
Chartered Institute of Purchasing and Supply or equivalent professional qualification	D
Experience	
At least five years' (or equivalent) experience of working in a Procurement, Category Management or commercial function.	E
Experience across appropriate Categories of Spend	E
Experience of the Housing Sector	D
Proven experience of developing and managing relationships with senior colleagues within a complex organization	E
Experience of working within the requirements of DPA 2018 and GDPR requirements	D
Experience of various Public Sector Procurement Regulations methods such as Static Frameworks, Dynamic Frameworks (DPS), OJEU Tendering, Competitive Dialogue	E
Proficient user of specialist technology such as E-Auctions, E-Tendering, Vendor Performance and supplier preferencing platforms.	E
Experience of corporate risk management	D
Can demonstrate experience of 'thinking outside of the box'	E
Proven experience of being commercially creative and innovative	E
Experience of data analysis, data cleansing & data optimisation activities across complex and misleading datasets	E
Experience in effective support and development of staff through change initiatives	E
Experience of managing confidential and sensitive information.	E
Personal Skills/Qualities/Knowledge	
Excellent time management and organisational skills, able to prioritise workload	E
Self-motivated to deliver against targets	E
Good judgment and decision making	E
Proven project management experience	E
Intermediate knowledge of MS Office suite	E
Commercially astute and aware, strong negotiation skills	E
Excellent written and verbal communication skills	E

Ability to identify and implement corporate improvements	E
Ability to ask the right questions and to listen to the responses	E
Other Requirements	
Driving licence and use of own vehicle to be able to undertake site visits and attend other Group offices.	E
Flexibility of working hours to meet deadlines where appropriate	E
DBS Disclosure required	E

*** E = Essential criteria / D = Desirable criteria**

Please note that all criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirements for the job.

- * - Key
- A = Application form
- I = Interview
- T = Test

Benefits of Employment

	Details
Salary	To Be Confirmed
Hours of Work	35 Hours
Contract	Permanent
Place of Work	Homebased, but able to attend site meetings as required at either Worcester or Birmingham
Annual Leave	28 days plus 8 statutory bank holidays.
Car Allowance and Travel	The post benefits from casual user allowance for business mileage. (This will be reviewed in line with Policy each July.)
Pension	All employees will be enrolled into SHPS Defined Contribution pension scheme when they start. Employee contributions will be 3% of their earnings and the employer contribution will be 5.65% plus 0.35% life insurance. Employees will have the option to increase their contributions to a maximum of 20% and Platform Housing Group will increase the employer contribution to a maximum of 7.65% plus 0.35% life insurance.
Right to Work in the UK:	You must be able to provide to the Group evidence of your right to work in the UK, in accordance with the Home Office (Border Agency) rules, before you can commence working for the Group. If you are unsure of the requirements, please refer to www.ukba.homeoffice.gov.uk , for further information.
Healthcare Cash Plan	The Group will pay for you to receive cover from the Simply Health healthcare cash plan

Notice Period	During the probationary period (six months), notice is based on one week either side. Following confirmation of the appointment you would be required to give a minimum of 4 weeks notice
Professional Subscription	If membership of a particular institute is an essential part of your Person Specification, then Platform Housing Group will reimburse your annual membership fees. This is limited to one membership per employee.

Closing Date	TBC
Interview Date	TBC
If you would like to know more about the role.	Please contact; Nathan Barson Procurement Director nathan.barson@platformhg.com

Platform Housing Group Privacy Notice – Job Applicants

Introduction

As part of any recruitment process, Platform Housing Group Limited (the Group) collects and processes personal data relating to job applicants (also known as the data subject). The Group is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

This Privacy Notice explains what happens to any personal data that you provide to us, or that we collect from you. It tells you the purposes for which we may process your personal information and the legal basis for this.

For the purpose of the Data Protection Act 2018 and General Data Protection Regulation (GDPR), Platform Housing Group Limited is what is known as the data controller.

What information we collect

As part of the recruitment process, the Group collects and processes a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number, age range and gender;
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the Group and, employment references from third parties;

- Information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- Information about your nationality and entitlement to work in the UK;
- Information about your criminal record;
- Psychometric skills testing and related correspondence;
- Information about whether or not you have a disability for which the Group needs to make reasonable adjustments during the recruitment process; and,
- Equal opportunities monitoring information.

The Group collects this information in a variety of ways. For example, data is collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you, from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the Group collects personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Data is stored in a range of different places, including in our paper and electronic personnel file, in the Group's HR management systems and in other IT systems.

What we do with the information we collect

The Group needs to process data to take steps prior to entering into a contract with you and then, where applicable, to enter into a contract with you.

In some cases, the Group needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Group has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Group to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide whom to offer a job. The Group may also need to process data from job applicants to respond to and defend against legal claims.

The Group processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Group processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Group is obliged to seek information about criminal convictions and offences. Where the Group seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Group will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Group will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

How long we keep data

If your application for employment is unsuccessful, the Group will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent for us to hold this data, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Security

We are committed to ensuring that your information is secure. All of our employees have contractual obligations of confidentiality, enforceable through disciplinary procedures. All employees will receive appropriate training on data protection and GDPR matters.

We take relevant organisational and technical measures to ensure the information we hold is secure – such as holding information in secure locations, restricting access to information to authorised personnel, protecting personal and confidential information held on equipment such as laptops with encryption. However, the transmission of information via the internet is not completely secure and so we cannot guarantee the security of data sent to us electronically.

Data processing

We may use the following data processors who act on our behalf to process prospective applicant data:

- Networx Recruitment
- Thomas International
- Aston University

- Boston College
- Chesterfield College
- South Leicestershire College
- YMCA
- Digital Apprenticeship Scheme
- Recruitment Consultants

All these organisations are subject to the same legal rules and conditions for keeping personal confidential data secure. We ensure that our partner agencies have contracts /information sharing agreements which outline that your information is processed under strict conditions and in line with the law.

Platform Housing Group Limited remains the data controller (the Group responsible for determining the purposes for which and the manner in which personal data is used under the Data Protection Act and General Data Protection Regulation 2018) of such information at all times.

Disclosing your information

Where applicable, we may disclose your personal information to any member of our Group, including our subsidiaries.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

There may be times when we may need to share personal information with third parties for the purposes outlined in this notice, or where we are legally required to do so. The main examples will be as follows:

- To comply with the law or a court order;
- In connection with any court proceedings or legal action; and,
- To assist fraud protection and for safeguarding purposes.

You may request details of personal information which we hold about you under the Data Protection Act. If you would like a copy of the information held on you please write to Andrew Bush, Assistant Director, Governance and Policy/Company Secretary at Platform Housing Group, 1700 Solihull Parkway, Birmingham Business Park, Solihull, B37 7YD.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Group during the recruitment process. However, if you do not provide the information, the Group may not be able to process your application properly or at all.

What are your rights?

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the Group to change incorrect or incomplete data;
- Require the Group to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where the Group is relying on its legitimate interests as the legal ground for processing; and,
- Ask the Group to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Group's legitimate grounds for processing data.

You may request details of personal information which we hold about you under the Data Protection Act. If you would like a copy of the information held on you please write to Andrew Bush, Assistant Director, Governance and Policy/Company Secretary at Platform Housing Group, 1700 Solihull Parkway, Birmingham Business Park, Solihull B37 7YD or email andrew.bush@Platformhg.com. We will need to first verify your identity in order to provide this information to you and will normally do so within 30 days from receipt of this. There may however be some exceptions to this where we will contact you within 30 days to advise of this.

Further information

If you wish to raise a complaint about how we have handled your personal data, please contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer is Andrew Bush, Assistant Director, Governance and Policy/Company Secretary and you can contact them at andrew.bush@platformhg.com

If you are not satisfied with our response or believe that we are not processing your data in accordance with the law you can complain to the Information Commissioner's Office (ICO). You can contact the ICO at the following address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Please also see <http://www.ico.org.uk/>