

Role and person profile – Final

Post title:	Category Lead and Business Partner	Location:	Guildford
Division:	Finance and Corporate Services	Department:	Sourcing and Supply Management
Responsible to:	Head of Sourcing and Supply Management	Responsible for:	Coaching and mentoring of Category Buyers
Scale:	7	Cornerstone behaviours level:	Activity Manager
Post no:	3332		

Purpose

Represent the department as a Business Partner to designated Business Area at Executive level. Help shape the wider business strategy and provide professional advice and guidance, developing and executing agreed delivery plans. Lead strategic sourcing activities for allocated categories of spend and drive new departmental initiatives as agreed with Head of Sourcing and Supply Management.

Key accountabilities

1. Proactively engage, challenge and influence the relevant business Director and management team in regard to all of their sourcing and supply requirements, harnessing the resource of colleagues from within SSM for their category expertise
2. Develop, agree and execute medium to long term sourcing and supply management plans with designated Business Area to meet current and future business needs
3. Foster collaborative internal working relationships to become a valued and expert partner of the designated Business Area, supporting and educating them on best sourcing and supplier management practice.
4. Take ownership of new initiatives as agreed with Head of SSM, converting departmental strategy into tactical plans for execution and driving implementation across AQA.
5. Be an ambassador for the department and deputise for Head of Sourcing & Supply Management when required
6. Gain competitive advantage for AQA as a customer that suppliers want to do business with, by developing and maintaining strong, mutually beneficial supplier relationships built on clarity of brief, integrity, delivery and commitment to contract.
7. Manage supplier performance by developing appropriate metrics to measure performance against well- defined service level expectations, conducting regular reviews and setting goals for continuous improvement.

8. Develop strategies for given area of category expertise that meets designated Business Area's requirements and enables AQA to take advantage of new opportunities , optimising relationships with key suppliers.
9. Identify and manage multiple projects to satisfy business requirements, working cross- functionally and using pool of Sourcing and Supply Management expertise from within department
10. Deliver measurable benefits to the business, both quantitative and qualitative, including cost saving opportunities to be accrued from a specific sourcing approach.
11. Develop expertise in assigned category keeping abreast of market trends, new technologies and sourcing best practice.
12. Coach, mentor and advise Category Specialists and Buyers to build team knowledge and expertise.

General accountabilities

1. To model leadership behaviours with confidence while continuously seeking to enhance performance in line with business objectives.
2. To comply with all AQA's policies and other legislative requirements, including but not limited to HSE, Equal Opportunities and ISMS.
3. Where business needs change, to undertake other responsibilities which are of a commensurate level outside the terms of this role profile.

Person profile

Knowledge	Assessment
Extensive knowledge of Procurement tools and techniques and category management principles	
Extensive knowledge of supply management methods and approaches	
Qualification	
Relevant Honours degree and/or MCIPS are highly desirable with evidence of CPD	
Skills	
Exceptional problem solving and analytical skills	
Able to take initiative and proactively lead projects, influencing business leaders using expertise and well developed communication skills	
Outstanding negotiating skills	
Robust commercial acumen	
Strong project management skills, able to manage multiple objectives	
Skilled in the use of modern procurement systems and tools including ERP	
Able to constructively challenge status quo and manage conflict	
Ability to operate autonomously, an inspiring self-starter demonstrating passion, energy and drive	
Leadership skills	
Ability to translate a vision into achievable goals and provide clear direction to achieve organisational objectives	I/P

Inspire and motivate team members and other colleagues	I/P
Ability to lead by example to develop and maintain effective working relationships with a range of partners and stakeholders	I/P
Experience	
Extensive experience of category management within a complex organisation	
Comprehensive experience of contract negotiation	
Proven success of stakeholder engagement and management	
Demonstrable achievement within supply management	
AQA's Behaviour Framework which is assessed through the selection/probation process	
Assessment key (criteria to be assessed at the selection stage)	
A – application (it is essential to provide evidence on application for shortlisting purposes)	
I - interview	T – test (or work sample)
	P – probation