

Job Description: Senior Category Manager



Function:	Supply Management
Position:	Senior Category Manager
Job holder:	
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Head of Procurement (FM Services Equipment & Supplies)
Additional reporting line to:	
Position location:	UK

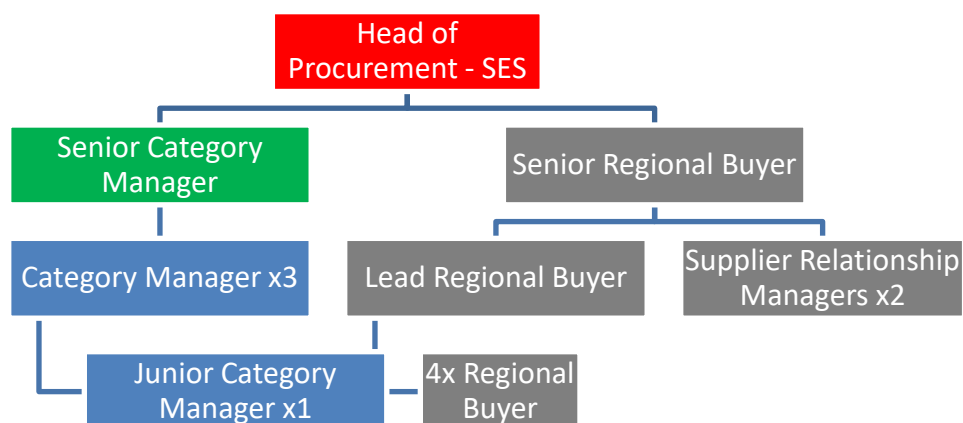
1. Purpose of the Job – State concisely the aim of the job.

- Category management of the assigned categories within the scope of responsibility
- Drive efficiency and commercial competitiveness for the UK & I
- Manage alignment with global supply management

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

UK & ROI spend	Responsible for portfolio of categories with spend of circa £250m p/a			To manage a team of Category Managers between 3 & 4

3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To lead a sourcing strategy across the UK & ROI covering both technical and quality requirements for the service line requirements
- Design and Implement category strategies which significantly improve the commercial performance at a regional level whilst maintaining compliance to company policy and standards and mitigating all risk.
- Engage with the global buying teams in an active collaboration for developing categories globally
- Work closely with FM Platform regarding make vs buy decisions as part of FM Transformation and support the creation of a project management framework.
- Engage with all acquisitions to leverage total group spend where appropriate
- Engage with EU and global buying teams in an active collaboration for developing categories globally. Focus on delivering EU Together category strategies.
- Build a strong network within the Supply Management function, both at regional and global levels
- Build a strong network within Tech & Services and the FM Professional Families within UK&I
- Ensuring categories are reviewed in accordance with best practice approach, including business needs analysis, market analysis, category strategy and supplier relationship management.
- To support the regional buying function to take into account the differences between UK and Ireland geographical requirements and business needs when developing the sourcing strategy.
- Design and implement adequate strategies to achieve high performance meanwhile ensuring continuity and risk mitigation
- Ensure the relevant due diligence and buying process is adopted across all categories within remit.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Category Management

- Manage autonomously the assigned categories under the scope of responsibility.
- Establish close relationships with key stakeholders across supply management, FM Platform and Operations
- Generate savings and increase revenues
- Ensure Responsible Sourcing is at the heart of category strategy (identify, evaluate and promote

Improve profitability by optimizing agreements and alignment with global contracts

- Negotiate regional agreements and secure best net prices
- Generate savings and improve commercial terms
- Implement and monitor of KPI's to measure progress
- Engage in the SRM, SPM aspects of service delivery to drive transformation, whilst also managing escalations as appropriate

Set up, initiate and maintain professional relationships with the regional supplier network in order to :

- Reinforce the image and the credibility of Sodexo
- Identify the technological developments and innovations from the supplier base

Lead a group of Category Managers

- Lead and develop the team through the right development and career steps
- Proactively monitor team performance against regional and functional targets, ensuring objectives are achieved.
- Ensure the relevant succession planning is in place

Working with Supply Management Finance to ensure robust reporting and measurement of commercial performance

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Develop the category sourcing strategy for all categories under your remit with a clear focus to plan effectively.
- Set and deliver ambitious annual savings objectives to deliver the regional target achievement
- Build a strong expertise across the categories managed
- Develop, attract and retain excellent Supply Management professionals (internal & external)
- Instruct the supply base to embed Responsible Sourcing & provide innovation to the category

Person specification

- Strong experience in Buying/ Category Management (> 7/8 years)
- Proven-track record in developing / implementing category strategies, including complex contract negotiations
- Line management or leadership experience
- Ability in working in a multi-cultural and matrix environment
- Graduate calibre with CIPS/ISM or equivalent qualification preferred
- Excellent external networking capabilities and presentation skills
- Team player with excellent communication and influencing skills
- Financial acumen and result orientated with ability to present results in a structured and professional manner
- Strong project management skills
- Fluency in English; French / Spanish a plus
- Flexible for travel where necessary

FM experience - essential

- Experience managing key FM Categories
 - Hard FM - Lifts, Fire and Security, Water treatment, electrical wholesalers
 - Soft FM - waste management, security services, cleaning services and products
- Experience of procuring sub-contractors across FM services
- Knowledge of Construction and Civils 'project' works procurement methodologies
- Experience working in diverse range of environments with unique technical requirements including Pharma, Health or Public Sector FM Operations

Competencies

- Growth, client & customer satisfaction, quality of services provided
- Leadership and people management
- Rigorous management of results
- Innovation and Change
- Commercial Awareness