

Job Description: Category Manager



Function:	Supply Management
Position:	Category Manager - Indirect
Job holder:	...
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Senior Category Manager
Additional reporting line to:	
Position location:	UK

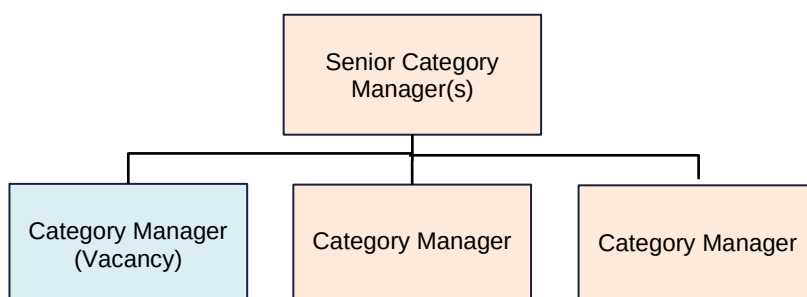
1. Purpose of the Job – State concisely the aim of the job.

- Manage the assigned categories within the scope of responsibility
 - Increase the international coverage of the managed area
 - Drive efficiency and commercial competitiveness for the UK & I
- Work with global supply management buying teams to implement global categories to the UK & I

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 developing and managing a portfolio of categories with varied spend depending on complexity
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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.

- Devise and lead a category management sourcing strategy across the UK & I covering both technical and quality performance for the service lines
- Design and implement adequate strategies to achieve high performance meanwhile ensuring continuity and risk mitigation
- Challenge the status quo in regards to responsible sourcing and help Sodexo become market leaders to become market leaders on sustainability across all categories managed
- Design and implement category strategies which significantly improve the commercial performance at regional level whilst maintaining compliance to company policy and standards and mitigating all risk
- Manage a pipeline of projects and initiatives across a range of category areas based on business need and opportunity analysis. Based on fixed scope, outcomes and timelines.
- Engage with global buying teams in active collaboration for developing categories globally
- Align all acquisitions to leverage total group spend where appropriate
- Maintain a strong network within Supply Management at a global, regional and local level
- Build strong relationships with key stakeholders across Supply Management in the UK (Business Partners and SRM teams)
- Be able to take into account the differences between the UK and ROI geographical requirements and business needs when developing the sourcing strategy
- Ensure the relevant due diligence and buying process is adopted across all categories within remit
- Categories include: Stationery, PPE, Disposables, Travel, Fleet, Transport, Utilities, Postage, Occupational Health, Cash in Transit and other in line with business requirements.

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 relationship with the Supply relationship management and Deployment teams
- Ensure a good alignment and on boarding of the key stakeholders within the Service Operations platform.
- Generate savings and increase revenues

Improve profitability by optimizing agreements and alignment with global contracts

- Negotiate regional agreements and secure best net prices
- Generate savings and improve commercial terms

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

Working with Supply Management Finance to ensure robust reporting and measurement of the Global Supply Management 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.
- Build a strong expertise across the categories managed
- Instruct the supply base to provide innovation to the category

PROFILE

- Experience in Buying/ Category Management (3/5 years)
- Ability in working in a multi-cultural and matrix environment
- Proven-track records in contract negotiation
- Strong presentation skills both verbally and written
- Graduate calibre and working towards CIPS/ISM or equivalent qualification
- Team player with excellent communication and influencing skills
- Financial acumen and result orientated
- Fluency in English; French / Spanish a plus.
- Flexible for international travel where required

Indirect - desired

- Experience in both goods and services procurement.
- Indirect categories, such as Recruitment, Temporary Labour, Stationery, PPE, Disposables, Travel, Fleet, Transport, Utilities, Postage, Occupational Health, Cash in Transit and other in line with business requirements.
- Experience in multi-site procurement across diverse sectors such Healthcare, Public Sector, Corporate Services and Pharma.

Food, Soft Services or Hard FM - beneficial

- Food Categories.
- Experience in specific Hard FM sub categories e.g. Lifts, Fire and Security, Water treatment, electrical wholesalers is relevant.
- Within Soft Services sub-categories e.g. Waste, Security, Cleaning, Washrooms, Robotics, PPE, Work wear, Laundry.

Competencies

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