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Job Description:
Senior Category Manager

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| Function: | **Supply Management**  |
| Position:  | **Senior Category Manager – Hard FM – G1** |
| Job holder: |  |
| Date (in job since): | n/a |
| Immediate manager (N+1 Job title and name): | **Buying Director** |
| Additional reporting line to: |   |
| Position location: | UK |
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| 1. Purpose of the Job – State concisely the aim of the job.
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| * 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 buying teams
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| 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  |  |  |  |  |  |  |  | To manage a team of Category Managers between 2 & 3 |  |
| Responsible for portfolio of categories with spend range of £30m to £50m 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. |
| Senior Category ManagerSenior Category ManagerSenior Category ManagerSenior Category ManagerSenior Category Manager Buying Director |

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| 1. **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.
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| * 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
* Build a strong network within the Supply Management both at a regional and local level
* Build a strong network within Service Operations at a regional level
* Be able to take into account the differences between the UK and ROI 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.
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| 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 Food / FM platforms
	+ 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
	+ Implement and monitor of KPI’s to measure progress

 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 * Manage a team of 2 to approx.3/4 professionals
* Lead and develop the team through the right training and career steps
* Ensure the relevant succession planning is in place

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

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| 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 provide innovation to the category
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**Person specification**

* Strong and comprehensive experience in Buying / Category Management – Hard FM\*
* Proven team leadership with experience of managing high performing large scale teams highly desirable
* Proven-track record in complex contract negotiation
* Ability in working in a multi-cultural and matrix environment
* Excellent external networking capabilities and presentation skills
* Effective communication and influencing skills
* Financial acumen and result orientated with ability to present results in a structured and professional manner
* Strong project management skills
* Graduate calibre with CIPS/ISM or equivalent qualification preferred
* Fluency in English; French / Spanish desirable .
* Flexible for international travel where necessary

\*FM Hard FM - additional

* Experience of Pharma, Heath or Public Sector FM Operations
* Experience in specific Hard FM sub categories e.g. Lifts, Fire and Security, Water treatment, electrical wholesalers
* Experience of procuring sub-contractors across Hard FM
* Knowledge of Construction and Civils ‘project’ works procurement methodologies

**Competencies**

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