

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Categori dan Hyfforddiant: Gwasanaethau Corfforaethol a TGaCh
Gwasanaeth	Cyllid a Chaffael
Graddfa	9
Pwynt/iau Cyflog	24 - 26
Cyflog	£35,412 - £37,280 y flwyddyn
Pwrpas y Swydd	Arwain, cyfarwyddo a chydlynw gweithgaredd cyrchu a sicrhau fod y berthynas rhwng y contract a chyflenwyr yn effeithiol er mwyn sicrhau gwerth am arian a chyflawni arbedion â dargedwyd o fewn y categori / is-gategoriâu a neilltuwyd. Yn gyfrifol am Swyddog Caffael neu Prentis Caffael, mae'r swydd yn allweddol i sicrhau bod gwasanaeth caffael effeithiol ac effeithlon yn cael ei ddarparu i'r Cyngor.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37 awr yr wythnos, mae cynllun oriau gwaith hyblyg yn bodoli. Bydd angen bod yn barod i weithio oriau ansefydlog os bydd angen.
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Gwasanaeth Caffael
Cyfrifoldebau Goruchwylio / Rheoli	Goruchwylio a rheoli 1 Swyddog Caffael
Atebolrwydd	•Gyda chefnogaeth y Rheolwr Gwasanaeth Caffael a Thaliadau neu Rheolwr Gwasanaeth Cytundebau a Gomisiynwyd, yn gyfrifol am reoli caffael o ddydd i ddydd ar draws ystod benodol o wasanaethau mewn categori penodol (fel y nodwyd). •Gyda chefnogaeth y Rheolwr Gwasanaeth Caffael a Thaliadau neu Rheolwr Gwasanaeth Cytundebau a Gomisiynwyd, perchnogaeth o chwilio am werth am arian a gwerth ychwanegol ar draws ystod benodol o wasanaethau mewn categori penodol. •Caffael gwasanaethau neu wasanaethau traws-swyddogaethol y tu allan i gategori a neilltuwyd yn ôl y cyfarwyddyd. •Sicrhau cydymffurfiaeth â Rheolau a pholisïau Gweithdrefn Contractau'r Cyngor. •Sicrhau cydymffurfiaeth â'r holl ddeddfwriaeth a chanllawiau mewn perthynas â chaffael, a'r nwyddau, y gwaith neu'r gwasanaethau sy'n cael eu caffael. •Gliniadur diogel.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	•I gynnwys a chyflawni'r Rôl o Reolwr Categori cymwysedig a symud i fyny i radd 10, bydd angen i ddeiliad y swydd fod naill ai wedi cwblhau Diploma Uwch Lefel 4 CIPS neu raglen Dyfarniad Corfforaethol CIPS ar Lefel 4; •ac ymrwmo i astudio am Ddiploma Proffesiynol Lefel 5 a 6 CIPS mewn Caffael a Chyflenwi; neu raglen Dyfarniad Corfforaethol CIPS ar Lefel 5/6 sy'n arwain at gyflawni MCIPS.

Dyletswyddau a chyfrifoldebau

1. Ymgymryd rôl a chyfrifoldebau aelod allweddol o'r tîm sy'n darparu gwasanaeth effeithiol ar gyfer y Gwasanaeth Cyllid a Chaffael a chyda holl Gyfarwyddwyr Corfforaethol, Swyddogion Arweiniol Corfforaethol, Rheolwyr Corfforaethol, a sefydliadau allanol.
2. Dirprwyo ar gyfer y Rheolwr Gwasanaeth yn ôl yr angen, er enghraifft yn ystod absenoldeb, a chynrychioli'r Cyngor mewn cyfarfodydd.
3. Cynrychioli'r Rheolwr Corfforaethol Caffael a Chomisiynu yn ôl yr angen, er enghraifft mynychu cyfarfodydd.
4. Cymryd rôl arweiniol wrth brynu nwyddau, gwasanaethau a gwaith ar gyfer y categorïau a ddyrannwyd,. I gynnwys pennu'r llwybr mwyaf priodol ar gyfer tendro trwy werthusiadau opsiynau, rheoli'r broses gaffael, a rheoli contractau dilynol, gan gynnwys cynnal cyfarfodydd adolygu contract gyda chyflenwyr.
5. Nid yw pob gwasanaeth yn cael ei neilltuo i gategori. Efallai y gofynnir i ddeiliad y swydd arwain ar rai prosiectau caffael traws-swyddogaethol penodedig, a phrosiectau caffael y tu allan i'r categori o bryd i'w gilydd yn ôl gofynion capasiti'r tîm.
6. Cynorthwyo gydag ymarferion cynllunio strategol, i gynnwys dadansoddi risg ac adnabod angen, dadansoddi ac ymgysylltu â'r farchnad, cynhyrchu dadansoddiad llwybr beirniadol a mapio llinell amser e.e. Siartiau Gantt.
7. Cyfrannu at ddatblygu cynlluniau categori a dod o hyd i strategaethau i ddiwallu anghenion perchennog busnes a chyflawni arbedion wedi'u targedu.
8. Sicrhau cydymffurfiaeth â Rheolau a pholisïau Gweithdrefn Contractau'r Cyngor.
9. Sicrhau cydymffurfiaeth â'r holl ddeddfwriaeth a chanllawiau mewn perthynas â chaffael, a'r nwyddau, y gwaith neu'r gwasanaethau sy'n cael eu caffael.
10. Datblygu perthynas â phartneriaid strategol ar gyfer caffael cydweithredol i sicrhau buddion gweladwy.
11. Cynrychioli'r Cyngor ar grwpiau a phrosiectau caffael cydweithredol lleol, rhanbarthol a chenedlaethol.
12. Sicrhau cyflawnrwydd, cywirdeb ac amseroldeb dogfennau tendr a chontract ar gyfer prosiectau penodedig.
13. Datblygu a rheoli Cytundebau, Manylebau Gwasanaeth a Chontractau ar gyfer gofynion ar draws y sefydliad, sy'n canolbwyntio ar ganlyniadau ac yn adlewyrchu arfer gorau.
14. Sicrhau bod rheoli contractau a chyflenwyr yn effeithiol, sy'n gymesur â gwerth a risg, ar waith ar draws y categori.
15. Cynorthwyo gyda datblygiad a gweithredu canllawiau ymarfer caffael i weithredu fel fframwaith i reolwyr gwasanaethau a staff eu dilyn mewn perthynas â'r categorïau a neilltuwyd.
16. Cefnogi rheoli newid i gyflawni gwelliannau.
17. Cyfrannu at gyflawni'r Strategaeth Gaffael a chefnogi Ardaloedd Gwasanaeth i weithredu gweithgareddau allweddol o fewn y Strategaeth.
18. Rheoli a goruchwyllo staff fel y dyrennir ac yn berthnasol, cynllunio, aseinio ac adolygu eu gwaith.
19. Darparu cyngor, gan ddangos mewnwelediad a gwybodaeth gyfredol mewn meysydd categori.
20. Cynorthwyo i ddiwallu anghenion datblygu a hyfforddi'r tîm Caffael, gan sicrhau lefel uchel o drosglwyddo sgiliau.

21. Darparu hyfforddiant, hyfforddiant a mentora cydweithwyr y tu allan i'r Gwasanaeth, mewn ymateb i geisiadau neu nodi angen. 22. Gwneud defnydd llawn o dechnoleg i ddiwallu angen y Cyngor i sicrhau newid a gwella o fewn adnoddau cyfyngedig. Defnyddio a hyrwyddo e-Dendro, e-Arwerthiannau, e-archebu yn rheolaidd, cadw cofnodion a systemau talu. 23. Helpu i weithredu systemau newydd fel rhan o dîm prosiect lle bo angen. 24. Monitro prynu nwyddau a chofnodi gwybodaeth berthnasol am gontractau a ddyfernir, gan gynnwys arbedion effeithlonrwydd ac enillion gwerth am arian, gan sicrhau bod systemau addas a chadarn yn eu lle i hwyluso adrodd manwl a chywir lle gellir darparu adroddiadau yn gyflym ac yn hawdd. 25. Cadw cofnodion llawn a chywir, hygyrch a darparu cymorth, gwybodaeth ac adroddiadau yn ôl gofynion y Rheolwr Gwasanaeth a'r Rheolwr Corfforaethol Caffael a Chomisiynu, ac archwilwyr mewnol ac allanol. 26. Monitro systemau ariannol i sicrhau bod gwariant categori yn cydymffurfio â Rheolau Safonol a rheoliadau caffael y Cyngor. 27. Hwyluso cyrchu nwyddau a gwasanaethau yn lleol drwy weithredu strategaethau priodol a fydd yn gwneud cyfleoedd contract yn fwy deniadol a hygyrch i fusnesau bach lleol. 28. Hwyluso casglu data a gwybodaeth i alluogi cyhoeddi llwybrau gwaith ymlaen. 29. Sicrhau bod Hysbysiadau Contract priodol yn cael eu cyhoeddi o fewn amserlenni a bod Cofrestr Contractau'r Cyngor yn cael ee ddiweddarau yn unol â hynny. 30. Trefnu a mynychu digwyddiadau cwrdd â'r prynwr. 31. Sicrhau bod tendrau/contractau'r Cyngor yn integreiddio Deddf Llesiant Cenedlaethau'r Dyfodol a Buddion Cymunedol (lle bo hynny'n briodol). 32. Ymgymryd ag Asesiadau Risg Cynaliadwy a neu Asesiadau Effaith yn ôl yr angen. 33. Sicrhau bod yr holl ymarferion caffael yn ystyriol o'r effeithiau amgylcheddol, hinsawdd ac ecolegol. 34. Ymateb i geisiadau Rhyddid Gwybodaeth lle mae hyn yn berthnasol i'r tendrau a'r contractau categori. 35. Dyletswyddau perthnasol eraill yn gymesur â lefel y swydd.	JD 1719-01
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1719-01

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Addysg hyd at lefel gradd, HND/C, neu NVQ 4 ac ymrwymiad i weithio tuag at Lefel 4 CIPS NEU - Profiad perthnasol cyfatebol ac amlwg (o leiaf 2 flynedd) ac ymrwymiad i weithio tuag at Lefel 4 CIPS - Datblygiad Proffesiynol Parhaus (DPP) cyfredol sy'n cwmpasu'r uchod
Sgiliau ieithyddol Cymraeg:	Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 4: Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith. Sgiliau Darllen Lefel 2: Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, a bod digon o amser wedi ei ganiatgu. Sgiliau Ysgrifennu Lefel 2: Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
Sgiliau ieithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.
Sgiliau Ymarferol / Personol	- Y gallu i ddiffinio, cynllunio, monitro ac adrodd ar y rhaglen cyrchu gyffredinol a datblygu a chytuno ar gynlluniau gwaith ar gyfer y tîm Rheoli Categori. - Gwybodaeth am reoliadau caffael, polisïau a Rheolau Gweithdrefn Contractau mewn sefydliad.

	• Gwybodaeth amlwg mewn meysydd categori allweddol, er enghraifft gofal cymdeithasol, addysg, adeiladu, gwastraff ac ati fel y bo'n briodol ar gyfer y categori penodol (i'w nodi ar wahân, oherwydd amrywiaeth fesul categori). • Y gallu i ddatblygu a chynnal perthnasoedd â chyflenwyr allweddol, gan annog arloesedd, gwelliant parhaus a lleihau gwastraff, costau gweithredol ac aneffeithlonrwydd. • Y gallu i ddatrys anghydfodau â chwsmeriaid mewnol ac allanol mewn modd effeithlon ac effeithiol, a gyda phwyslais ar gynnal perthnasoedd priodol. • Gwybodaeth a phrofiad o weithio gyda darparwyr a'u cyrff cynrychioliadol er mwyn cwrdd â'r heriau sy'n wynebu cyflenwyr a chomisiynwyr gwasanaeth ar y cyd o ofynion newidiol defnyddwyr gwasanaeth, sifftiau demograffig, newidiadau rheoleiddio a pholisi'r llywodraeth yn y grŵp categori. • Dealltwriaeth o reoliadau ariannol mewn sefydliad. • Gwybodaeth a dealltwriaeth o'r defnydd o reolaethau i adnabod twyll, ac ymwybyddiaeth o weithdrefnau i'w dilyn pe bai amheuaeth o dwyll. • Gwybodaeth a dealltwriaeth o bwysigrwydd diogelu data, ac ymwybyddiaeth o weithdrefnau i'w dilyn i ddiogelu rhag rhyddhau data. • Y gallu i gydlynu, dehongli, gwerthuso, cydgrynhoi, a lledaenu gwybodaeth o amrywiaeth o ffynonellau. • Hanes o gyfrannu at ddarparu perfformiad o safon da a gwasanaeth sydd a ffocws ar ganlyniadau. • Y gallu i nodi a mesur arbedion effeithlonrwydd yn y swyddogaeth gaffael. • Y gallu i gynghori ar brosesau caffael a rheoli contractiol ar gyfer ystod eang o wasanaethau. • Cynorthwyo gyda datblygu polisïau, arferion a gweithdrefnau caffael. • Gwybodaeth am arferion tendro'r sector cyhoeddus. • Defnyddio technoleg yn y gwaith caffael o ddydd i ddydd a chyfrannu at wella systemau. • Gwybodaeth a phrofiad o weithio ar y cyd. • Tystiolaeth o sgiliau rheoli prosiect a dadansoddi da. • Dealltwriaeth o fuddion cymunedol a chaffael cynaliadwy. • Ymwybyddiaeth o ystyriaethau caffael cynaliadwy (Amgylcheddol, Cymdeithasol ac Economaidd) a thystiolaeth o ddefnydd ymarferol. • Y gallu i ddatblygu sgiliau i reoli ystod o wasanaethau yn effeithiol gan ddefnyddio amrywiaeth o ddisgyblaethau arbenigol. • Cyfathrebu'n effeithiol ar faterion cymhleth a gallu cynrychioli'r Cyngor wrth ymdrin â sefydliadau a chyflenwyr eraill.
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	• Y gallu i weithio'n effeithiol gydag uwch reolwyr ac egluro materion caffael cymhleth. • Sgiliau rhifo da. • Cywirdeb mewn gwaith ysgrifenedig a rhifo a sylw i fanylion. • Y gallu i ysgrifennu a chyflwyno adroddiadau, i ddarparu atebion. • Y gallu i fod yn hunan-ysgogol a gallu gweithio heb oruchwyliaeth agos. • Yn ddigon hyblyg i weithio naill ar eich pen eich hun neu fel rhan o dîm fel y mae'r sefyllfa'n gofyn, ac yn gallu blaenoriaethu llwyth gwaith a gweithio i derfynau amser. • Y gallu i ddefnyddio datrysiadau Microsoft 365, a systemau ariannol craidd yr Awdurdod. • Dangos diddordeb mewn datblygiad personol ac anghenion hyfforddi a datblygu staff. • Parodrwydd i ymgymryd â heriau a phrosiectau newydd.
Profiad Hanfodol	• O leiaf 2 flynedd o brofiad ym maes caffael yn y sector cyhoeddus/sector preifat ar lefel Swyddog mewn sefydliad mawr • Profiad rheoli neu goruchwyllo a gweithio mewn tîm • Gweithio gyda systemau ariannol cyfrifiadurol • Gweithio gyda thaenlenni
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Hyfforddiant Diwygio Caffael yn ôl yr angen ar lefel sy'n addas i'r rôl. • Rhaglen hyfforddiant rheoli'r Cyngor. • Datblygiad Proffesiynol Parhaus (DPP) cyfredol sy'n cwmpasu pob un o'r uchod. • I gynydd a chyflawni'r Rôl o Reolwr Categori cymwysedig a symud i fyny i radd 10, bydd angen i ddeiliad y swydd fod naill ai wedi cwblhau Diploma Uwch Lefel 4 CIPS neu raglen Dyfarniad Corfforaethol CIPS ar Lefel 4; • ac ymrwymo i astudio am Ddiploma Proffesiynol Lefel 5 a 6 CIPS mewn Caffael a Chyflenwi; neu raglen Dyfarniad Corfforaethol CIPS ar Lefel 5/6 sy'n arwain at gyflawni MCIPS.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	• Datblygiad Proffesiynol Parhaus
Sgiliau Ymarferol / Personol	• Sgiliau ysgrifennu adroddiadau • Sgiliau rheoli prosiectau • Profiad o dendro sector cyhoeddus • Profiad o ddefnyddio systemau tendro'r sector cyhoeddus • Trafod a dylanwadu ar sgiliau

Job Description

Post Name	Trainee Category Manager: Corporate Services & ICT
Service	Finance and Procurement
Grade	Grade 9
Spinal Point/s	24 - 26
Salary	£35,412 - £37,280 per annum
Job Purpose	With support from the Service Manager Procurement & Payments or Service Manager Commissioned Contracts to lead, direct and co-ordinate sourcing activity and ensure effective contract and supplier relationship management to maximize value for money and deliver targeted savings within the assigned category / sub-categories. Responsible for a Procurement Officer or a Procurement Apprentice, the post is key in ensuring the delivery of an effective and efficient procurement service for the Council.
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth
Hours of Work	37 hours per week, flexible working hours scheme operates. Being prepared to work irregular hours if the need arises.
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Service Manager: Procurement
Supervisory/Managerial Responsibilities	Supervise and manage 1 Procurement Officer
Accountability	• With support from the Service Manager Procurement responsible for management of day-to-day procurement across a given range of services in a particular category (as specified). • With support from the Service Manager Procurement ownership of seeking out value for money and added value across a given range of services in a particular category. • Procurement of cross-functional services or services outside assigned category as and when directed. • Ensure compliance with the Council's Contract Procedure Rules and policies. • Ensure compliance with all legislation and guidance in respect of procurement, and the goods, works or services being procured. • Safeguard laptop.
Contractual Terms Associated with the Post	•To progress to the qualified Category Manager Role and move up to grade 10, the postholder will need to have either completed CIPS Level 4 Advanced Diploma or the CIPS Corporate Award programme at Level 4; •and commit to studying for CIPS Level 5 & 6 Professional Diploma in Procurement and Supply; or the CIPS Corporate Award programme at Level 5/6 leading to achievement of MCIPS.

Duties and Responsibilities

1. Actively embrace the role and responsibilities of a key member of the team delivering an effective service for Finance & Procurement Service and with all Corporate Directors, Corporate Lead Officers, Corporate Managers, and external organisations.
2. Deputise for the Service Manager as and when required, for example covering leave, and representing the Council at meetings.
3. Represent the Corporate Manager Procurement & Commissioning as and when required, for example attendance at meetings.
4. Take a leading role in the purchase of the allocated categories of goods, services and works. To involve determining the most appropriate route to tender through options appraisals, managing the procurement process, and subsequent contract management, including undertaking contract review meetings with suppliers.
5. Not all services are assigned to a category. The postholder may be requested to lead on certain assigned cross-functional procurement projects, and procurement projects outside of category from time to time as team capacity requires.
6. Assist with strategic planning exercises, to include risk analysis and identification of need, market analysis and engagement, producing critical path analysis and timeline mapping e.g. Gantt Charts.
7. Contribute to development of category plans and sourcing strategies to meet business owner needs and deliver targeted savings.
8. Ensure compliance with the Council's Contract Procedure Rules and policies.
9. Ensure compliance with all legislation and guidance in respect of procurement, and the goods, works or services being procured.
10. Develop relationships with strategic partners for collaborative procurement to deliver tangible benefits.
11. Represent the Council on local, regional, and national collaborative procurement groups and projects.
12. Ensure the completeness, accuracy, and timeliness of tender and contract documentation for assigned projects.
13. To develop and manage Agreements, Service Specifications and Contracts for requirements across the organisation, which are outcome focused and reflect best practice.
14. Ensure effective contract and supplier management, commensurate with value and risk, is in place across the category.
15. Assist with development and implementation of procurement practice guidance to act as a framework for service managers and staff to follow in relation to the assigned categories.
16. Support change management initiatives to deliver improvements.
17. Contribute to achievement of the Procurement Strategy and support Service Areas to implement key activities within the Strategy.
18. Manage and supervise staff as allocated and applicable, planning, assigning and reviewing their work.
19. Provide advice, actively demonstrating current insight and knowledge in category fields.
20. Assist with meeting the development and training needs of the Procurement team, ensuring a high level of skills transfer.
21. Deliver training, coaching and mentoring to colleagues outside the Service area, in response to requests or the identification of need.
22. Make full use of technology to meet the Council's need to bring about change and improvement within limited resources. Actively using and promoting e-Tendering, e-Auctions, e-Ordering, record keeping and payment systems.
23. Assist with the implementation of new systems as part of a project team where required.

24. Monitor commodity purchasing and record relevant information about contracts awarded, including efficiency savings and value for money gains, ensuring suitable and robust systems are in place to facilitate detailed and accurate reporting can be provided quickly and easily.
25. Keep full and accurate, accessible records and provide assistance, information and reports as required by the Service Manager and Corporate Manager Procurement & Commissioning, and internal and external auditors.
26. Monitor financial systems to ensure category spend is compliant with the Council's Standing Orders and procurement regulations.
27. Facilitate local sourcing of goods and services by implementing appropriate strategies that will make contract opportunities more attractive and accessible to small local businesses.
28. Facilitate the collation of data and information to enable the publication of forward work pipelines.
29. Ensure appropriate Contract Notices are published within timescales and the Council's Contract Register updated accordingly.
30. Organise and attend meet-the-buyer events.
31. Ensure that Council tenders/ contracts integrate the Well-being of Future Generations Act and Community Benefits (where appropriate).
32. Undertake Sustainable Risk Assessments and or Impact Assessments as necessary.
33. Ensure that all procurement exercises are sympathetic towards environmental, climate and ecological impacts.
34. Respond to Freedom of Information requests where this is relevant to the category tenders and contracts.
35. Other relevant duties commensurate with the level of the post.

Job Evaluation Post Ref

JD 1719-01

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	• Educated to degree, HND/C, or NVQ 4 level and commitment to work towards CIPS Level 4 OR • Demonstrable equivalent relevant experience (2 years minimum) and commitment to work towards CIPS Level 4 • Up to date Continuous Professional Development (CPD)
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 4: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area. Reading Skills Level 2: Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given. Writing Skills Level 2: Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
Practical and personal skills	• Ability to define, plan, monitor and report on the overall sourcing programme and develop and agree work plans for the Category Management team. • Knowledge of procurement regulations, policies and Contract Procedure Rules in an organisation. • Demonstrable knowledge in key category fields, for example social care, education, construction, waste etc as appropriate for the specific category (to be set out separately, as will differ per position).

	• Ability to develop and maintain relationships with key suppliers, encouraging innovation, continuous improvement and the reduction of waste, transactional costs and inefficiencies. • An ability to resolve disputes with internal and external customers in an efficient and effective manner, and with an emphasis on maintaining appropriate relationships. • Knowledge and experience of working with providers and their representative bodies in order to jointly meet the challenges facing both suppliers and Service commissioners from the changing demands of service users, demographic shifts, regulatory changes and government policy within the category group. • Understanding of Financial Regulations in an organisation. • Knowledge and understanding of the use of controls to identify fraud, and awareness of procedures to follow should fraud be suspected. • Knowledge and understanding of importance of data protection, and awareness of procedures to follow to protect against data breaches. • Ability to co-ordinate, interpret, evaluate, consolidate, and disseminate information from a variety of sources. • Track record of contributing to delivering good performance and outcome focused services. • Ability to identify and quantify efficiency savings in the procurement function. • Ability to advise on procurement and contractual management processes for a wide range of services. • Assisting with the development of procurement policies, practices, and procedures. • Knowledge of public sector tendering practice. • Making use of technology in the day-to-day procurement operation and contributing to improving systems. • Knowledge and experience of collaborative working. • Evidence of good project management and analytical skills. • Understanding of community benefits and sustainable procurement. • Awareness of sustainable procurement thinking (Environmental, Social and Economic) and evidence of practical application. • Ability to develop skills to effectively manage a range of services using a range of specialist disciplines. • Effective communicator of complex issues and be able to represent the Council in dealings with other organisations and suppliers.
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	• Ability to work effectively with senior managers and explain complex procurement matters. • Good numerical skills. • Accuracy in written and numerical work and attention to detail. • Ability to write and present reports, to provide solutions. • The ability to be self-motivated and be able to work without close supervision. • Flexible enough to work either individually or as part of a team as the situation demands, and able to prioritise workloads and work to deadlines. • Ability to use Microsoft 365 solutions, and the Authority's core financial systems. • Demonstrate an interest in personal development and training and development needs of staff. • A willingness to undertake new challenges and projects.
Required Experience	• At least 2 years' experience in Public/Private Sector Procurement at Officer level within a large organisation • Management or supervision experience and team working • Working with computerised financial systems • Working with spreadsheets
Training/education required to be undertaken for the post/worked towards	• Procurement Reform training as required at a level suitable to the role. • The Council's management training programme. • Up to date Continuous Professional Development (CPD) covering all of the above. • To progress to the qualified Category Manager Role and move up to grade 10, the postholder will need to have either completed CIPS Level 4 Advanced Diploma or the CIPS Corporate Award programme at Level 4; • and commit to studying for CIPS Level 5 & 6 Professional Diploma in Procurement and Supply; or the CIPS Corporate Award programme at Level 5/6 leading to achievement of MCIPS.

Desirable Requirements	
Qualifications / Training	• Continuous Professional Development
Practical / Personal Skills	• Report writing skills • Project management skills • Experience of public sector tendering • Experience of using public sector tendering systems • Negotiating and influencing skills