Warwickshire County Council

CASTLEFIELD RECRUITMENT

Category Specialist – Corporate Services

Candidate Pack

September 2025

Welcome

This is an exciting time to join the Commercial Team at Warwickshire County Council (WCC) as we look to align and implement the newly launched Procurement Act 2023 and are looking to make our service as efficient as possible and drive value for money for Warwickshire and our communities.

WCC is an ambitious two-tier authority that is committed to continuously improve our procurement and contract management capabilities. Our Council Plan 2022–27 sets out our strategic priorities and areas of focus which will direct the focus of our work over the next five years as we continue to work towards our ambition to make Warwickshire the best it can be.

Our three strategic priorities are:

- We want Warwickshire to have a thriving economy and places that have the right jobs, skills, education and infrastructure.
- We want to be a County where all people can live their best lives; where communities and individuals are supported to live safely, healthily, happily and independently.
- We want to be a County with a sustainable future which means adapting to and mitigating climate change and meeting net zero commitments.

To support in the delivery of the above, the Council's Commercial Department have an exciting opportunity for a Category Specialist to join our high performing and passionate team.

Role Narrative

This role will support contracts in both our Communities and Resources directorates, which include a wide range of service areas such as ICT, HR, Finance, Property Services, Transport, County Highways, Fire and Rescue, Waste Management and more.

The Commercial Team work with colleagues across the Council and associated organisations to carry out sourcing exercises that deliver robust contracts and get great value for money.

Working in Commercial covers the full range of the procurement lifecycle from market engagement to contract management and closure. We spend the Warwickshire pound as if it were our own and ensure the Warwickshire pound goes far towards supporting communities, businesses, and the environment in Warwickshire.

As a Category Specialist, you will be responsible for leading the process for procuring contracts for a variety of categories. This role will contribute to embedding best practice, efficiency and effectiveness within procurement processes and decisions, ensuring compliance with UK procurement regulations and legislation and assisting us to achieve savings.

Reporting to the Procurement Lead, you will be responsible for offering a proactive and comprehensive service and advice on all aspects of procurement to all levels of personnel and manage relationships between our client and their diverse range of suppliers.

"It is a privilege to lead an effective, friendly team who enjoy working together to solve challenges and deliver great outcomes for the Council and the communities we serve. As we grow, we look forward to bringing in new talent and fresh perspectives to further strengthen our team dynamic and impact."

Procurement Manager - Communities & Resources

Job Description

Job Title	Category Specialist
Salary	£44,075-£46,412 per annum
Team	Procurement
Service Area	Finance
Primary Location	Warwickshire
Responsible to	Procurement Delivery Lead

Role Purpose

Developing, delivering, managing and maintaining innovative and effective commercial solutions which optimise the service delivery options available to the council (and where appropriate partners) and deliver ongoing efficiencies and other benefits in line with the council's objectives.

Role Responsibility

- Leading and managing procurement related projects and programmes to deliver the required business outcomes.
- Developing and maintaining strong and effective relationships with service leads, suppliers and partners and to be the primary point of contact for procurement related activity within designated areas.
- Maintaining an on-going awareness of the council's expenditure and market developments within designated areas; evaluating information, presenting findings, and acting upon any opportunities or risks identified.
- Investigating sources of supply, preparing and issuing tender documentation and conducting formal tender exercises as required
- Monitoring supplier/contract performance and supporting the management of the Council's strategic supplier relationships within designated areas.
- Actively promoting and communicating sound commercial principles and practice ensuring that all procurement undertaken is in accordance with the European Directives, the Public Contract Regulations 2015 and any other applicable national and local legislation, policy and regulation.
- Contributing to the development and implementation of the procurement policies, and strategies. Promoting the Authority's interests at meetings and deputising for the Procurement Delivery Lead as required.
- Any other duties as required within the scope and spirit of the post.

As one of a number of Category Specialists within the Council, the post is interchangeable and therefore post holders may be required to assume responsibility for various areas of expenditure as required.

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

At least 3 years procurement experience in a multi-functional organisation, leading and managing procurement related projects.	AIP
Experienced in undertaking all aspects of the Procurement cycle and able to demonstrate the value added by effective Procurement	AIP
Experienced in the application of procurement and contract law.	AIP
Experience of collaborative working and in particular with external partners /organisations	AIP
Experienced in managing complex projects on time and to budget	AIP
Experienced in the evaluation of information and using that information to make reasoned recommendations	AIP
IT literate	AIP

Person Specification

Excellent communication skills and able to demonstrate this at all levels and in a wide variety of formats	AIP
Able to influence others, both internal and external to the organisation and effectively manage client relationships	AIP
Ability to work with the minimum of supervision to the required quality and to deadlines.	AIP
An ability to develop options, be innovative and creative in problem solving	AIP
Ability to work effectively with others as part of a team.	AIP
Committed to providing the highest levels of customer service and professionalism	AIP
Demonstrates a solutions based “can do” approach and gets things right first time	AI
Occasionally required to work outside normal working hours to meet the needs of the service	AI
Literate & Numerate educated to a minimum A level or equivalent standard	AC
Graduate Membership of the Chartered Institute of Purchasing and Supply (or studying towards – Minimum acceptable level on entry is L5) or Significant procurement experience (3 years+) in a role similar to the role of Category Specialist and working towards Membership of CIPS	AC

Person Specification

Desirable Criteria

Up to date knowledge of and experience in the application of the legislative framework specifically relating to public sector procurement.	AIP
Experienced in the use of eCommerce solutions	AIP
Experience of supplier and / or contract management	AIP
Knowledge of the change agenda facing Local Government.	AIP
Eperience of leading multi-functional teams	AIP
Trained in PRINCE 2 project management methodology	AIP

Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risk

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

- Significant use of computers (display screen equipment)

Perks & Benefits Package

Working for Warwickshire County Council means that you will be improving the county and seeing just how much of a meaningful difference you make to its people. We also know that our employees want to do the best job possible, so we believe in properly rewarding our people for their hard work and commitment.

Rewarding our employees isn't just about pay. We want to do everything we can to ensure that we protect wellbeing and our people can enjoy a work/life balance.

Holidays

All our employees have a generous annual leave entitlement of 23 – 31 days (depending on the length of service), plus Bank holidays.

Cycle to Work

You can get a discount on the bike of your choice and pay for it through our salary sacrifice scheme.

Agile Working

We're flexible and know there are many ways to do a job well. We understand that people work differently so we ensure that you can work and grow in a way that suits you.

Health and Wellbeing

We have a range of internal support mechanisms plus our Employee Assistance Programme (EAP) gives you 24/7 unlimited access to information, coaching and confidential counselling on a range of topics including work, your career, relationships, financial support and health & wellbeing.

Staff Discount

All our employees have access to a range of discounts with major brands and retailers. You can save on everything from your weekly shop to your gym membership!

Family Friendly

Warwickshire County Council (WCC) is committed to family friendly working, often giving more generous benefits than the legal entitlement.

Perks & Benefits Package

Pension

The Local Government Pension Scheme (LGPS) is a valuable part of the pay and reward package for employees working in local government. You can contribute to your pension through your pay which helps you to plan for the future.

Visit the Warwickshire Pension Fund website for further details.

Credit Unions

All our employees are able to join the Citysave credit union – an easy, hassle free way to save, and you have the option to have deductions taken direct from your salary. Member savings do not attract interest but as a co-operative any profit at the end of each year is given back to members in the form of a dividend on savings.

Learning and Development

Learning and Development plays a big part here in Warwickshire in enabling our staff to "be the best that we can be".

You can expect an induction to WCC, induction to your directorate and a specific induction for your service area and your role in a mix of face to face courses, online courses and eLearning modules.

We have a wide range of different topics available and there are opportunities to develop and grow through coaching, mentoring and apprenticeship qualifications. You will take part in the appraisal process where you have discussions with your line manager about how they will help you grow and develop.

Recognition

Our culture encourages ongoing recognition and thanks, we have regular 'shout outs' in our Leadership broadcasts and weekly newsletter. We also have an annual celebratory awards event based on colleague nominations.

Inclusivity

We are committed to creating a more diverse and inclusive organisation so people feel that they belong and can bring their whole self to work. One of the ways we support this is through the development of five staff networks that raise awareness to colleagues, provide the opportunity of inclusion, as well as being an amazing tool to offer support to each other. Find out more about Equality, Diversion & Inclusion in Warwickshire.

Contact Us

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