



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: Category Manager**

**Department/Division: Finance Division**

**Accountable to: Director of Procurement**

Competency	Evidence	E/D
<b>Knowledge and Experience</b>	Significant experience of working in a senior procurement/ category management level role and be a fully qualified member of the Chartered Institute of Procurement and Supply (MCIPS).	E
	Maintains chartered status by completing the annual exam and minimum CPD requirements of MCIPS Chartered Status.	E
	Expert knowledge of EU Procurement law and command of the OJEU procurement processes as they relate to LSE's unique legal status as a non-contracting authority.	D
	Significant knowledge and experience of tendering techniques to deliver clear commercial benefits and value for money.	E
	Significant experience of building excellent working relationships with both suppliers and internal stakeholders.	E
	Experience of team management, in particular soft skills to influence behaviours, such as coaching and mentoring techniques.	D
	Demonstrate an ability to be recognised as a trusted adviser on contract law with significant experience of: contract construction; handling contractual disputes; and contract variations.	E
	Significant negotiation skills and be able to hold practice training sessions for other School negotiators to practice and enhance their skills	E
	Experience of contract management and the ability to teach it to other School colleagues.	E
	Have influence and confidence to constructively challenge goods and services specifications to ensure the LSE secures	E



	<p>best value for money by buying the right things.</p> <p>Expert level command of MS Excel.</p> <p>Experience of using and managing electronic procurement systems such as Mercell EU Supply, Bravo, Intend and Technology One, Oracle, Agresso etc.</p>	<p>E</p> <p>E</p>
<b>Communication</b>	<p>Excellent oral and written communication skills.</p> <p>Evidence of ability to analyse and understand the implications of contract documentation to ascertain the extent of LSE risk, how these may be minimised and explain to others the salient points of the terms and conditions.</p> <p>Evidence of ability to analyse and understand the component parts of supplier's quotation/tender responses and explain to others the salient points of proposals.</p> <p>Ability to devise appropriate contracts to detail and reflect accurately the nature of the services or products to be supplied.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Teamwork and Motivation</b>	<p>Contribute actively and motivate others in a team.</p> <p>Provide leadership and direction in cross divisional teams.</p>	<p>E</p> <p>E</p>
<b>Liaison and Networking</b>	<p>Ability to build and maintain effective relationships with all internal customers to understand their key drivers and operational context.</p>	<p>E</p>
<b>Service Delivery</b>	<p>Commitment to providing highest levels of customer/ stakeholder service.</p> <p>Ability to set overall standards for service; pre-empt changes in customers needs and anticipate future requirements.</p> <p>Actively promote the role of Procurement.</p>	<p>E</p> <p>E</p> <p>E</p>
<b>Initiative and Problem Solving</b>	<p>Independently develop innovative solutions to problems where the optimal solution may not be immediately apparent.</p> <p>Initiate solutions which take into account long term implications and do not limit future choices.</p>	<p>E</p> <p>E</p>

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**