**Job Description**

**JOB TITLE: Category Manager**

**Reports to: Senior Category Manager**

**Grade: PM2**

**Safety Status: Non-Safety Critical**

**Date version agreed: September 2022**

1. **Job Purpose**

To manage the contractual interfaces between West Midlands Trains and other parties, including the Department for Transport (DfT), relating to all purchasing requirements of the business, ensuring that business objective and National Rail Contract (NRC) Business Plan Commitments are met, minimising the commercial risk to the business.

Key interface between all Directorates within the business, guiding and supporting procurement activities, in line with the relevant procurement policies and guidelines.

**2. Safety Details**

A; This role requires security clearance (for e.g. running of special trains) NO

B; This role is required to hold relevant Track Safety Competence (PTS) NO

C; This is a Safety Critical Work Post NO

D; This is a ‘Key Safety Post’ NO

E; Reference to this post is included in the Company Safety Certification documents NO

F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals) NO

G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals) NO

**3. Dimensions**

**A. Financial:** No direct responsibility

**B. Staff:** No direct responsibility

**4. Principal Accountabilities**

* Guiding and supporting the business in procurement activities in line with the West Midlands Trains and Abellio procurement policies, and where necessary Utilities Contract Regulations.
* Tendering of indirect purchase requirements of varying values for all Directorates of West Midlands Trains, and where necessary other Abellio Group companies.
* Prepare and negotiate contracts and contract amendments necessary to meet business requirements and franchise commitments/obligations.
* Liaise with the wider Client Relationships & Contracts Team and the Department of Transport (DfT) to obtain approval of key contracts in line with the National Rail Contract (NRC).
* Provide commercial and contractual advice to the business where required.
* Provide the primary interface between West Midlands Trains and external lawyers for matters relating to contracts.
* Attend contract review meetings where necessary.
* Support the Senior Category Manager with the review and development of the procurement policies and procedures to respond to the demanding needs of the business.
* Provide management reporting where required.
* Support the Head of Client Relationships & Contracts to deliver business requirements, where necessary representing Procurement at meetings.

**5. Context**

**A: Operating Environment:**

Challenging environment requiring the ability to communicate effectively at all levels of the business and with a wide range of external organisations.

**B: Framework and Boundaries:**

Abellio Group Procurement Policy

WMT Procurement Strategy, Policy and Procedures Manual

**6. Relationships**

**A: Reporting lines – Reports to Senior Category Manager**

**7. Knowledge and Experience**

* Demonstrable experience in Category Management activities for large and complex organisations.
* Experience of tendering under Utilities Contract Regulations.
* Experience in management and negotiation of large contracts
* Experience of working with and interpreting complex legal documentation.
* Sound commercial and financial awareness.
* Experience within the UK Rail Industry preferred but not required.
* Experience of working with legal advisors and instructing legal advice.
* Educated to degree standard (desirable).
* Hold Chartered Institute of Purchasing and Supply Membership (CIPS).

Additional skills:

* Good attention to detail
* Negotiation and influencing skills.
* Ability to multitask and manager several concurrent conflicting deadlines.
* Able to manage conflicting priorities.
* Communication skills.
* Team player.

**8. Job Challenge(s):**

• Balancing the conflicting requirements of the business and NRC.

• To ensure that contractual rights and obligations are rigorously applied whilst also facilitating pragmatic solutions to day-to-day problems.

• To support the delivery of annual business plan commitments/obligations.

• Looking for best value through good contract management.

• Delivery of tenders to meet tight project deadlines.

**Safety & Environmental Safety Responsibility Statement**

It is the line manager’s responsibility to ensure that the post holder is fully briefed and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

## General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midlands Trains employees are set out below, in sections which correspond with the West Midlands Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

1. **Policy, Leadership and Resourcing**
   1. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
   2. You are responsible for attending the following safety and / or environmental related meetings:

E.g. Sustainability Action Group, SEMG

List meetings here

☐ None apply

* 1. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

1. **Employee training**
   1. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).
2. **Planned Inspections**
   1. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.
3. **Accident and incident investigation**
   1. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
   2. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.
4. **Emergency planning and Security**
   1. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
   2. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the Occupational Standards Manual.
5. **Rules Competencies, Permits and Licences**
   1. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
   2. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
   3. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.
6. **Communications**
   1. You must ensure that you attend regular briefings which cover safety and environmental issues.
   2. You must attend any local job induction training session on your first day at a new location.
7. **Auditing and safety Check**
   1. You must ensure that substandard conditions found by you in workplaces are reported to the appropriate line manager or Control without delay.
   2. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.
8. **Promotion of Environment & Safety Issues**
   1. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.
9. **Health Controls**
   1. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
   2. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
   3. You must understand and comply with the standard for Control of Asbestos.
   4. You must understand and comply with company standards for management of cases of occupational ill health.
   5. You must understand and comply with the standard for Staff Care and Support System (SCASS).
10. **Personal Protective Equipment (PPE)**
    1. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
    2. You will be issued with PPE on a personal basis.
11. **Purchasing, Procurement and Management of Contractors**
    1. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
    2. You must understand and comply with the company standard for managing contractors.
12. **Environment**
    1. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

## Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the safety management system.

## Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

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| --- | --- | --- | --- |
| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

## Review

This statement will be reviewed annually.

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| --- | --- | --- | --- | --- | --- | --- |
| Date Due: |  | Date Reviewed: |  | Post Holder Signature: |  | Line Manager Signature: |
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