**Job Description**

**JOB TITLE: Senior Category Manager**

**Reports to:** **Head of Corporate**

**Grade: PM2 D L1**

**Safety Status: Non-safety critical**

**Date version agreed:** **June 2025**

1. **Job Purpose**

The main focus will be to deliver and be accountable for the fleet/indirect or IT category plan and deliver procurement processes across the business. The role will be expected to lead tendering process, including all aspects of the procurement cycle into developing the contractual relationship and ensure the maximum value is extracted for the benefit of WMT. The role will ensure that excellent procurement governance is applied and the WMT procurement standards are maintained in line with company policies and procedures.

The role will work closely with a number of key stakeholders across the business, including Finance, IT and the Department For Transport.

The business is contractually obliged to comply with the Procurement Act 2023, knowledge of public procurement processes is an advantage to this role, but further training will be offered as the regulations are developed for the passenger rail sector.

**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:** Support the delivery and maximise the commercial benefit for the category's budget. Support the savings target for the procurement team.

**B. Staff:** Direct responsibility for Category Managers within the relevant category

**4. Principal Accountabilities**

* Be the procurement expert for the relevant category ensuring accountability for the delivery of the Category Plan
* Lead on the delivery of procurement strategies and tactical approaches which maximise the successes of our business in line with procurement processes and policies including the development of frameworks
* Creation of contractual agreements with suppliers ensuring they are fit for purpose and deliver commerciality to the business
* Ensure the UK laws and industry standards regarding purchasing and contract activities are communicated at every opportunity by the post holder to all managers and other appropriate staff to reduce the risk of non-compliance
* Management and approval of PO’s through the Financial system to ensure a clear auditable trial and compliance to policies and procedures
* Hold suppliers accountable to support the delivery of their contractual agreements through clear and robust contract management
* Drive and lead on the delivery of Procurement KPIs throughout the National Rail Contract taking appropriate measures to ensure KPIs are met and surpassed.
* Proactively look for opportunities collaborate on the delivery of the group procurement sourcing strategies to ensure best value from procurement exercises.
* Management and Governance of the contracts database to ensure that contracts remain valid, and any contractual breaches are identified and resolved.
* Ensure suppliers for WMT have been checked financially to minimise risk and exposure to the company.
* Drive and lead the continuous improvement of the ISO20400 sustainable procurement by capturing sustainability improvements and initiatives within our supply chain
* Ensure that, all managers and staff across department are made aware of the status of contracts controlled by the post holder and are fully aware of the company policy with regard to the process of purchasing and the letting of contracts.
* Develop reports which demonstrate activities, progress and financial performance achievement to the Head of Corporate.
* Prepare or assist in preparation of papers recommending action to the appropriate company meetings, and Performance Based Fee reports e.g. Executive Directors Group
* Provide the primary interface between WMT and external lawyers for matters relating to contracts to reduce the risk of legal challenge
* Lead stakeholder meetings and ensure compliance of policies are regulations through governance within the business.
* Liaise with the Department for Transport to obtain approval of Key Contracts and other related Approvals/consents in line with the NRC Agreement.
* The above list is not exhaustive, and on occasion, the role may need to undertake other reasonable requests as required by their line manager, in line with grade and competence
* All staff have a responsibility and accountability to ensure that their day-to-day activities support our commitments under the Sustainability Policy Statement and relevant management systems (e.g. ISO14001 or ISO50001); and to act in a sustainable manner and minimise impact on the environment.

**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:**

Transport UK Ways of Working

WMT Procurement Strategy, Policy and Procedures Manual

Utilities Contract Regulations 2016

The Procurement Act 2023

**6. Relationships** The role is closely aligned to project stakeholders and will therefore require development of strong relationships and clear communication within the role.

**A: Reporting lines – Reports to Head of Corporate**

**B: Other Contacts:**

1. Internal - WMT

* Department staekholder
* Finance Team
* PMO

1. Internal – Transport UK

* Transport Legal

1. External

* Department for Transport
* Transport for West Midlands
* Suppliers
* Legal providers

**7. Knowledge and Experience**

* Degree level qualified or equivalent experience
* MCIPS qualified, or working towards
* Strong background knowledge of area category (Indirect/Fleet & Projects/IT) contractual agreements and development of terms to deliver a robust commercial position for WMT
* Significant procurement experience in Category Management activities for large and complex organisations
* Ability to coach and mentor Category Managers, including identifying any training needs and workload planning
* Working to multiple deadlines often under time constraints without compromising quality
* Ability to manage requirements independently, especially while remote working. Creative thinking in order to seek out new opportunities and benefits for the business and procurement function.
* Team player with the ability to work with a wide range of stakeholders internally and externally to the business. Adaptable to business change.
* Strong analytical skills to analyse complex spend data
* Excellent level of knowledge in ICT systems, including e-procurement systems and Microsoft suite
* Strong negotiation skills in a professional and influencing manner to maximise commerciality
* High degree of commercial acumen coupled with excellent organisational and documentation skills.
* Ability to complete a procurement process from start to finish independently
* Has excellent communication skills and the ability to communicate to all levels of the business (including Exec and Management)
* Has a flexible attitude and willing to embrace new challenges
* Fleet & Projects portfolio only: Strong knowledge and experience of contractual agreements relating to NEC4 contracts.

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

• 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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