

|  |  |                                 |
|--|--|---------------------------------|
| <b>Title: ICT Service (County Supplies)<br/>Catalogue Supply Manager</b>   | <b>Department:<br/>Environment and Resources</b>   | <b>Post Ref:<br/>CS/MD//010</b> |
| <p><b>Job Purpose:</b></p> <p>Reporting to the County Supplies Manager, be the lead officer managing all County Supplies procurement and marketing activities including contract management, price management, supplier performance, catalogue production and promotional activity.</p> <p>To lead and manage the Catalogue Supply team to ensure its effective operation and the achievement of team objectives.</p> <p>Hands on responsibility for all commercial issues for a portfolio of product ranges.</p>  |  |                                 |
| <p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Manage the Catalogue Supply team of Catalogue Buyers, Purchasing Assistant, DTP Officer and Inventory Officer to ensure its effective operation and that team objectives are met.</li> <li>2. Ensure the Catalogue Supply Team adheres to the contracts programme, and that contracts are professionally developed in line with best practice guidelines and are drafted such that they protect the Authority's interests and comply with EU Procurement Directives, financial regulations and appropriate legislation.</li> <li>3. Manage the negotiation and collection process of retrospective rebating and supplier advertising arrangements as appropriate.</li> <li>4. In accordance with targets set by the County Supplies Manager, take responsibility for establishing and controlling purchase prices.</li> <li>5. Manage the catalogue production process ensuring; continuous development of design and content; the introduction of new products; appropriate liaison with suppliers, photographers, printers and colleagues; and that the catalogue is produced on time, within budget and to the required standard.</li> </ol> | <p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. To the County Supplies Manager for the effective management of the Catalogue Supply function of the business.</li> <li>2. To the County Supplies Manager for the day to day management of the Catalogue Supply Team.</li> <li>3. To the County Supplies Manager for ensuring that all contract development, negotiation and management is carried out in line with financial and legal regulations.</li> <li>4. To the County Supplies Manager for negotiating advantageous purchasing prices with suppliers in support of</li> </ol> |                                 |

|  |   |
|--|---|
| <p>6. Manage the content, quality and development of the County Supplies website.</p> <p>7. Be the County Supplies lead officer for ensuring customers are, and remain, aware of the range and depth of the goods and services provided by the business through the use of an appropriate mix of advertising and selling techniques including, the County Supplies website, visits, regular publications and exhibitions.</p> <p>8. Manage the benchmarking process to continually measure County Supplies' selling prices against those of major competitors.</p> <p>9. Advise on market research, concerning products, customers, and suppliers to ensure appropriate methods are utilised in order to present sound commercial recommendations.</p> <p>10. Hands on responsibility for managing a designated portfolio of goods for the catalogue product range selection, including management of purchase costs and setting selling prices in support of business objectives.</p> <p>11. Undertake formal tendering procedures, analyse tenders and conduct post tender negotiations, complying with best practice guidelines.</p> <p>12. Conduct formal supplier appraisals and maintain an approved list of suppliers for contracts within portfolio.</p> <p>13. Provide information to customers on technical performance of goods in the designated portfolio.</p> <p>14. Be a member of the County Supplies Management Team.</p> <p>15. Be responsible for management of cross cutting, business wide Projects and Business Process improvement activities as directed by the County Supplies Manager.</p> <p>16. Deputise for the County Supplies Manager as the senior accountable officer for the business as required.</p> | <p>business objectives.</p> <p>5. To the County Supplies Manager for developing effective and up to date pricing strategies for the business.</p> <p>6. To the County Supplies Manager for accurate and timely monthly reports and updates on performance and issues.</p> |
| <p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>   |   |

| <b>Person Specification</b>  |   |
|--|---|
| <b>Education and Knowledge</b> <ol style="list-style-type: none"> <li>1. Member of the Chartered Institute of Purchasing and Supply <u>or</u> Chartered Institute of Marketing.</li> <li>2. Knowledge of public sector procurement, NCC contract tendering and quotation processes.</li> <li>3. Knowledge and understanding of purchasing and supply management in a catalogue consumer goods environment.</li> <li>4. Knowledge and understanding of marketing management in a catalogue consumer goods environment.</li> <li>5. Knowledge and understanding of e-commerce and the commercial advantages of this medium.</li> </ol> | <b>Personal skills and general competencies</b> <ol style="list-style-type: none"> <li>6. Sets an excellent example of customer care for other staff.</li> <li>7. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> <li>8. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness.</li> <li>9. An effective communicator with strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers, commercial enterprises and customers.</li> <li>10. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</li> <li>11. Takes an active role in managing risk, health and safety and safeguarding issues.</li> </ol> |
| <b>Experience</b> <ol style="list-style-type: none"> <li>12. Able to demonstrate 3 years management experience in a Marketing and Procurement role.</li> <li>13. Proven experience of drawing up and managing contracts for the supply of goods.</li> <li>14. Proven experience of product management in a catalogue consumer goods environment.</li> <li>15. Proven experience of developing and producing Mail Order catalogues.</li> <li>16. Commercial acumen, with effective negotiation and influencing skills.</li> </ol>   |   |
| <b>Role Dimensions</b> <ol style="list-style-type: none"> <li>17. The annual contracts spend managed by the Catalogue Supply manager is circa £4.3 million.</li> <li>18. The number of products managed by the Catalogue Supply manager is circa 12,000.</li> <li>19. The Catalogue Supply manager is responsible for the production of a yearly paper and e-catalogue catalogue of circa 1040 pages.</li> <li>20. The Catalogue Supply Manager has eight direct reports.</li> </ol>   |   |