

Category Officer

Department: Health and Community Services

Section: Non-Clinical Support Services

Reports to: Supplies and logistics manager

JE Ref: HCJ1370

Grade: CS9

JE Date: 06/06/2025

Job purpose

Support the delivery of category specific projects in line with category, procurement and supplier strategies.

Job specific outcomes

- Supports the team to develop 1 to 5-year procurement pipelines within their category. Engaging the departments to ensure category strategies align to the department's strategy and enhance outcomes for the organisation.
- Delivers operational projects to the required standard, ensuring stakeholder deadlines are met and the projects deliver the desired outcomes. Ensuring compliance with Government of Jersey procurement regulations and procedures.
- Support the team in the delivery of strategic commercial and procurement activities to ensure deadlines are met and that the projects deliver on their outcomes.
- Monitors risks relating to own activities and projects and feeds back / escalates to team lead where appropriate.
- Supports other team members in the execution of analysis and research activities to support with the Category and Commercial Planning process.
- Supports the team with the storage and management of procurement information for ease of access and re-use.
- Adapts their working style to different team members to support team goals.
- Supports the gathering, co-ordination, preparation and delivery of information and ad hoc reports.

- Maintains good customer and supplier relationships and ensure that communication channels between the Departments and suppliers are open and efficient.
- Supports the team with supplier and contract management activities to drive improved outcomes and value for both parties.

Any other duties as required by the line manager or Head of Department that are commensurate with the role and in support of the Government of Jersey.

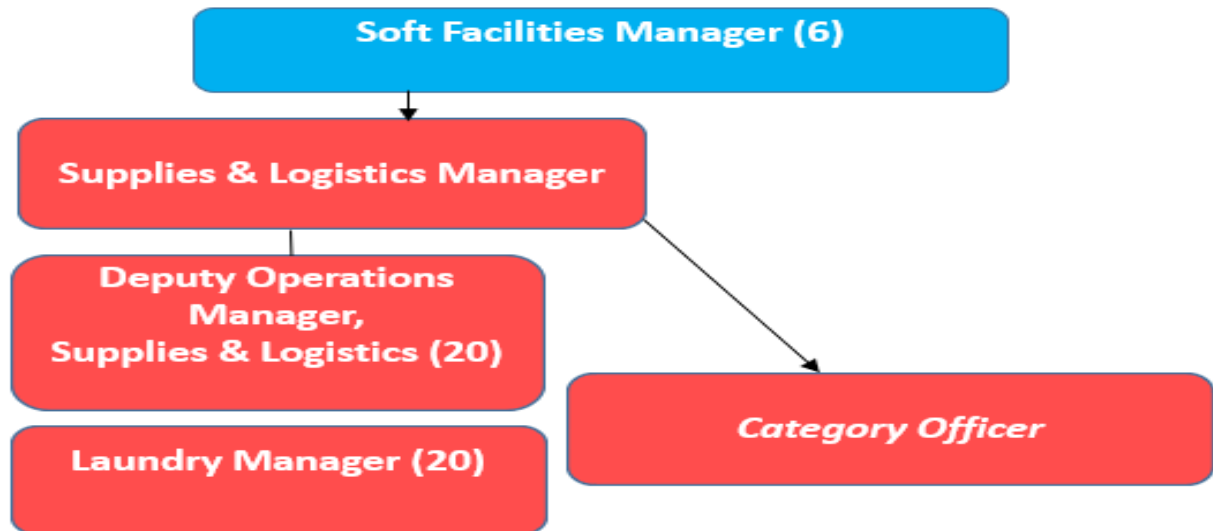
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Relevant business degree.	
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	<p>Awareness of commercial and procurement principles and best practices.</p> <p>Awareness of category management, Supplier /Partner relationship management and contract models that deliver increased value throughout the procurement lifecycle.</p> <p>Awareness of how to build social value in contracts that delivers increased value and outcomes</p>	<p>Understanding of the Jersey political landscape (how things get done).</p> <p>Understanding of the Government Plan.</p> <p>An appreciation of the Team Jersey and One Government vision.</p>

	<p>throughout the commercial and procurement lifecycle.</p> <p>Possesses a knowledge of relevant commercial legal provisions and processes.</p>	
<p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to bring together a knowledge of the business context and understanding of the business priorities, objectives with market and supplier insights.</p> <p>Basic analytical reasoning and data analysis to support insight led decision-making. With the ability to interpret and present the information.</p> <p>Ability to achieve outcomes through negotiation that improve cost, quality and risk management processes for the Government of Jersey.</p>	
<p>General Skills/Attributes</p> <p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Demonstrable interpersonal skills, with the presence to be a role model for other team members.</p> <p>Ability to build credible relationships based on trust, with operational stakeholders and suppliers.</p> <p>Ability to bring together knowledge of the business context and understanding of the business priorities and objectives with market and supplier insights to increase value to the</p>	

	Government of Jersey throughout the end to end supply chain.	
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	<p>An appreciation of developing category strategies, project pipelines and procurement principles.</p> <p>Experience of delivering projects for stakeholders.</p> <p>An appreciation of negotiating tactics that improve outcomes and lead to sustainable supplier relationships.</p>	
Criteria relating to Safeguarding. <i>Other requirements needed to confirm suitability to work with children and/ or adults at risk to include skills, abilities, experience, behaviours and attitude/ motivation and values towards children and/ or adults at risk.</i> <i>Please include any responsibility for children and / or adults at risk in the role and any safeguarding responsibilities and include whether DBS vetting will be required.</i>	<p>Standard DBS</p> <p>Candidate will not be working in a patient facing role, but will be required to have day-to-day interactions with clinical staff and areas</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.