

Gateshead Council

Central Services - Legal & Corporate Services

Category Management Officer (2 Posts)

Grade H, £26,276 - £28,636 pa, Full Time, Fixed Term 31 Mar 2011 Ref: CHCP26

Two Category Management Officer posts have been created to assist with implementation of a category planning/management approach to procurement across the North East region. Based initially at Gateshead Civic Centre, you will work jointly with the North Eastern Purchasing Organisation (NEPO) and the North East Improvement and Efficiency Partnership (NE IEP) to support the regional category management initiative.

In particular you will assist in the gathering and analysis of data from 12 local authorities and other stakeholders in the region and assist with the development of specific category sourcing strategies. You will liaise with the Category Spend Planning project board which is one of the Collaborative Procurement workstrands initiated by the NE IEP.

You will understand the principles of a category management approach and have a broad understanding of public procurement requirements. As a team player you must be able to communicate, both verbally and in writing, with a wide range of stakeholder across all sectors. You will also have the ability to manipulate data using a variety of ICT platforms and have good analytical skills.

Application forms and further details are available from www.gateshead.gov.uk or e-mail Jobshop@Gateshead.gov.uk or Tel: (0191) 433 3847/2244 or Minicom (0191) 478 1978.

Closing date: 12 Noon, **26 March 2010.**

Application forms are available in audio, Braille and large print. Free internet access is available in all Gateshead libraries.