

**Role:** Category Manager  
**Area:** Business Services  
**Sub-Area:** Supply Chain  
**Location:** Cork/Dublin  
**Duration:** 2 Year Fixed Term  
**Salary:** Competitive  
**Ref:** GRP296



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Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

### **The Role:**

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The Supply Chain team in Irish Water manages the end to end strategic procurement process through Supply Chain Category Management, Supply Chain Capital Delivery, and Supply Chain Operations.

The Supply Chain Category Manager is accountable for relevant category spend across Irish Water and is responsible for delivering category saving targets. Additionally, they are accountable to deliver the savings targets of their reports.

Reporting to the Senior Category Manager, the main responsibilities of the role will be to contribute to and execute 'Category Plans' and sourcing strategies through detailed demand & market analysis and a recognised strategic sourcing process.

### **Main Duties and Responsibilities:**

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- Play an active role in defining, reviewing and agreeing detailed strategies for their category in line with Supply Chain objectives.
- Develop Category Plans and Sourcing strategies by collaborating with business stakeholders, carrying out in-depth spend analysis, and supply market evaluation to define and prioritise sourcing initiatives.
- Ensure proper engagement and collaboration between Category Management team and business stakeholders to ensure business area goals, standards, policies and procedures are being achieved.
- Prepare and coordinate strategic OJEU and stand-alone tender documentation and oversee tender process.
- Evaluate supplier responses and prepare clarifications for supplier award process.
- Carry out evaluations, organise consensus scoring sessions where relevant and supplier award processes in accordance with Irish Water governance committee sign-off rules as well as internal procurement policies.
- Maintain metrics and KPIs for key supplier performance measurement.
- Maintain and track financial and non-financial benefits by monitoring supplier performance.
- Support Business areas with ongoing management of contracts, reviewing contract variations and supplier exit plans for key suppliers, through the appropriate governance framework.

- Regular interface with Supply Chain Transaction Services with analysis and negotiation expertise during Tactical Tendering, Emergency Sourcing and Sole Sourcing process.
- Support implementation of Supply Chain policy and ensure any direct reports adhere to the policy.
- Support Supply Chain performance measurement by ensuring metrics and scorecards are understood by the Category Management Specialists and input is fed back to the Supply Chain Operations team.
- Act as a liaison for category related queries from local authorities (LA).
- Manage business stakeholders, participate in relevant meetings and develop strong working relationships with Supply Chain customers (within Business Services, Business Areas, HSQE, Supply Chain Legal, Supply Chain Transaction Services, and other organisations and suppliers).
- Lead and manage any direct reports.
- Manage operational performance of any Category Management reports, lead strategic sourcing activities and ensure they are run in a compliant and efficient manner.
- Other duties as required from time to time.

### **Knowledge, Skills and Experience:**

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- Minimum of five years' experience in a similar role with previous experience, preferably in utilities sector.
- Relevant third-level qualification in areas such as; Procurement, Supply chain management, Business or equivalent.
- Demonstrated experience manipulating data, with ability to manipulate and analyse large data sets, including PO, AP and GL data to draw inferences about spend and suppliers.
- Market analysis skills (porters 5 forces, SWOT etc.) to identify market conditions and trends.
- An understanding of the sourcing process and the ability to think critically about ways to deliver value for Irish Water's spend by utilising multiple value levers and ensure the Category Management team follows the process.
- Category planning skills, with proven experience in managing categories.
- Experience delivering savings across categories, and comfortable with reading and interpreting financial information.
- Project management knowledge, with the ability to develop detailed plans and execute against them, manage stakeholder groups, develop stakeholder communication plans, and identify and manage risks and issues to execute high value sourcing projects with detailed contracts.
- Experience using e-procurement tools and contracting tools (e.g. e-tenders).
- Knowledge of developing and issuing tender documentation including PQQ/ITT, both under OJEU and independent of OJEU, with an understanding of Irish contract law.
- Negotiation skills and ability to conduct negotiations with suppliers; including the development of negotiation materials, training internal stakeholders participating in negotiations and an understanding of BATNA, LAA and MDO's.
- Experience using PowerPoint, Excel and Word, with ability to structure and develop presentations (for example negotiations strategies, stage gate and governance presentations).
- Excellent communication (both written and verbal) and interpersonal skills.

**Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:**

[recruit@ervia.ie](mailto:recruit@ervia.ie)

The closing date for receipt of applications for this vacancy is the **28<sup>th</sup> September 2021**.  
Please note that applications submitted after this closing date will not be accepted.

*We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called ibelong to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*

**Ervia is an equal opportunities employer.**