



Procuring in Partnership

Category Manager

Job Description

September 2026

VISION, MISSION AND VALUES

Westworks Procurement Limited

Vision

To harness the power of procurement to create a better future.

Mission

We drive change through our ability to unite our members with suppliers. We make procurement compliance simple and unlock challenges with our expertise

Values

Collaborate.

We build lasting relationships with each other and our stakeholders. We do this with respect, integrity and honesty. We will retain a sense of fun whilst delivering meaningful work.

Innovate.

We commit to innovate what we do and how we do it. We will remain agile and constantly develop improvements to all our services and processes.

Customer Focussed.

We do what we say we will do. We will ensure our outputs are always focussed on delivering for our customer. We will keep our customers at the centre of our decision making.

Job Title	Category Manager
Hours and location	Full time Monday-Friday 37h p/w Office based at our offices in Swindon with option for home working.
Reports to:	Head of Operations
Job Purpose	This is an exciting time to join Westworks. We are looking for someone to join us as our new Category Manager who will share our enthusiasm for creating something new along with a desire to achieve compliant but pragmatic solutions for our user base. We are motivated by our vision and values all of which are framed through delivering excellence for our customers whilst enjoying the work we do. If you want to join us and play a significant part in shaping, designing and delivering our new arrangements we really want to have a conversation with you. The successful candidate will join us at an established stage of our procurement transformation programme. Significant work has already been undertaken to develop the future procurement model, map existing arrangements, establish programme priorities and develop the approach to Frameworks and Dynamic Markets. The Category Manager will therefore inherit a well-developed programme of work rather than starting from a blank page, with ongoing support from the existing team and specialist procurement resource during transition and mobilisation into the role. The Westworks Category Manager will lead the development, procurement and ongoing management of a portfolio of Westworks procurement solutions, including Frameworks and Dynamic Markets. The role will combine category management, strategic procurement, commercial development and market engagement to ensure Westworks' solutions are compliant, commercially attractive and aligned with the current and future requirements of users. The Category Manager will play a key role in delivering Westworks' procurement transformation programme, including the transition of existing DPS arrangements to Procurement Act 2023 compliant Dynamic Markets and the development of the next generation of Westworks frameworks. Working closely with users, suppliers and colleagues across Westworks, the role will use market and performance intelligence to identify opportunities, shape procurement strategies and develop solutions that increase member value, supplier participation and utilisation of Westworks arrangements. As a senior procurement professional, the Category Manager will provide expert procurement advice across the organisation, contribute to procurement governance and continuous improvement, and support the development of procurement capability within the wider team.
Main duties and responsibilities:	
Category Strategy & Portfolio Management	
• Own and manage a defined portfolio of Westworks frameworks, Dynamic Markets and associated procurement solutions. • Develop category strategies based on member demand, expenditure, market intelligence, existing arrangement performance, expiry dates and future pipeline opportunities. • Maintain category plans and procurement pipelines, ensuring activity is appropriately prioritised, sequenced and resourced.	

- Monitor market developments, emerging procurement models and changes in member requirements to identify opportunities for new or improved solutions.
- Identify gaps in supplier coverage, geographical capability, capacity and service provision and develop appropriate interventions.
- Undertake regular reviews of existing arrangements to determine whether they should be retained, expanded, redesigned, consolidated or replaced.

Procurement Development & Delivery

- Lead end-to-end development and procurement of frameworks and Dynamic Markets from initial business case and market engagement through to procurement strategy, tender documentation, evaluation, award and implementation.
- Lead the transition of legacy DPS arrangements into Procurement Act 2023 compliant Dynamic Markets, maintaining business continuity and protecting member and supplier access during transition.
- Design procurement routes, lotting structures, supplier appointment models, evaluation methodologies and commercial mechanisms appropriate to individual markets.
- Ensure call-off mechanisms, direct award processes and competitive selection processes are straightforward, compliant and commercially attractive to members.
- Lead pre-market engagement with members and suppliers to test proposed procurement models before launch.
- Ensure all procurements comply with the Procurement Act 2023, Procurement Regulations 2024 and other applicable legislation and Westworks governance requirements.
- Maintain clear procurement records, audit trails, approvals and decision documentation.

Commercial & Market Development

This is the biggest gap in Ian's original version.

- Work with members to understand current and future procurement requirements and translate these into commercially viable procurement solutions.
- Identify opportunities to increase utilisation of Westworks arrangements and support sustainable growth in commercial income.
- Assess the commercial viability and likely demand for proposed new frameworks and Dynamic Markets before development.
- Develop a strong understanding of supplier markets, pricing models, market capacity and competitive dynamics within assigned categories.
- Build and maintain effective relationships with existing and prospective suppliers, ensuring appropriate market coverage and competition.
- Work collaboratively with the wider Westworks team to promote new and existing procurement solutions to members.
- Monitor utilisation, supplier participation, member demand and commercial performance across assigned arrangements.
- Use management information and market intelligence to recommend interventions where arrangements are underperforming.

Contract, Supplier & Performance Management

- Manage the ongoing performance and development of assigned frameworks and Dynamic Markets following launch.
- Establish appropriate KPIs and management information requirements for procurement arrangements.
- Monitor supplier performance, participation, capacity and compliance.

- Work with suppliers and members to resolve performance or operational issues affecting the effectiveness of an arrangement.
- Analyse member and supplier feedback and use this to drive continuous improvement.
- Ensure procurement solutions remain relevant and competitive throughout their lifecycle rather than treating procurement award as the end of the process.

Specific Experience Requirements

- Demonstrable experience of end-to-end development and delivery of complex public sector frameworks, Dynamic Markets/DPSs or comparable multi-supplier arrangements.
- Experience developing category strategies and procurement pipelines, rather than simply running individual tenders.
- Strong understanding of framework call-off mechanisms, direct awards and competitive selection processes.
- Ability to interpret spend, utilisation, supplier and market data and translate it into category strategy.
- Experience conducting structured supplier and market engagement.
- Demonstrable ability to manage several concurrent above-threshold procurement projects through different stages of development.
- Strong understanding of commercial models associated with framework providers or procurement consortia.
- Ability to develop procurement solutions that balance compliance, member usability, supplier attractiveness and commercial sustainability.
- Experience preparing procurement strategies, business cases, governance papers and recommendations for senior decision-makers.

Essential and Desirable Criteria for the role of Category Manager

Area of Expertise	Essential	Desirable
Experience	Excellent knowledge of PCR 2015 and Procurement Act 2023	Experience working at a framework provider
	Proven experience managing and delivering large, above-threshold, public sector procurements, ideally in the built environment	Experience working in the built environment
	Strong commercial acumen and negotiation skills	
	Strong relationship (and stakeholder) management skills with the ability to shape and influence change	
	Ability to drive informed decision-making, manage multiple complex projects, and influence senior stakeholders	
	Working independently and at pace	
	Comfortable briefing and interacting with lawyers and other professional consultants	

Area of Expertise	Essential	Desirable
Qualifications	MCIPS qualified	

Area of Expertise	Essential
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Specific Skills and Knowledge	Demonstrates strong attention to detail and promotes a culture of accuracy.
	Excellent verbal and written communications skills, both within the procurement environment and with wider stakeholders
	Our values resonate with you: Respect, Trust, Unity and Resilience
	Friendly, well organised with the ability to multi-task and perform well under pressure.
	Strong time management skills with a flexible approach to work.
	Able to communicate to the highest level, listens, interprets and conveys information in a clear and accurate manner, provides timely delivery of information and selects the most appropriate method of communication.
	Ability to work autonomously on own initiative, pro-active in managing one's own time, building an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner and to stringent deadlines.
	Works within a team environment, co-operates with others, considers the needs of others and helps others to achieve objectives.
	Resilience and the ability to always maintain professionalism.
	Excellent IT skills (including MS Office: word, excel, PowerPoint).

WESTWORKS

NON-CONTRACTUAL STAFF BENEFITS



Pension options of either:

- 5% employee and 5% employer; or
- 8% employee and 10% employer



**28 days leave plus
bank holidays**



**Christmas closure
of the office**



**Hybrid working with flexible
approach to working hours**



**Free use of IWG (Regus)
Business Lounges**



**Simply Health – cash back
medical/well being scheme**



**Salary sacrifice electric car scheme,
available after 1 years' service.**



**BUPA Employee Assistance
Programme**



Quarterly team building events