

## Trainee Category Manager – Skills framework

As part of the Career Pathway, postholders will be required to demonstrate the entrant competencies outlined in the skills framework at the point of application. With structured support, training, and development, postholders will demonstrate the criteria associated with each progressive role in order to advance through the grades. Progress will be assessed through performance conversations, appraisals, and the completion of relevant professional credentials.

Grade 7 Role	Grade 8 Role	Grade 10 Role
Category Officer	Expected timescales - within 6-12 months	Grade 10 Category Manager Requirements – (expected timescales - within 12-18 months)
Grade 7 Professional Credentials	Grade 8 Professional Credentials	Grade 10 Professional Credentials
5 GCSEs Grade C and above or equivalent including English and Maths	Working through Level 4 CIPS	Professional qualified (CIPS level 6 or working towards), or equivalent qualification, or substantial experience demonstrating substantial vocational experience.
Grade 7 Personal Skills and Abilities	Grade 8 Personal Skills and Abilities	Grade 10 Personal Skills and Abilities
Experience of working independently with relevant specialised systems or IT software.	<ul style="list-style-type: none"> <li>Effectively communicated with internal and external stakeholders via email</li> <li>Using Outlook calendar</li> <li>Used Excel for analysing data such as financial stability checks</li> <li>Used Word for writing documents such as tender documents</li> <li>Used Teams for scheduling and attending meetings and utilising teams channels to share information</li> <li>Used PowerPoint for presenting information such as tender panel briefing</li> </ul>	<p>Experience of Microsoft Office applications including Outlook, Excel, PowerPoint, Word and Teams for:</p> <ul style="list-style-type: none"> <li>Effectively communicating with internal and external stakeholders via email</li> <li>Using Outlook calendar</li> <li>Excel for analysing data including formulas</li> <li>PowerPoint for presenting information</li> <li>Word for writing reports and letters</li> <li>Teams for scheduling and attending meetings and utilising teams channels to share information</li> <li>And used the LCC e-tendering system effectively.</li> </ul>
	<ul style="list-style-type: none"> <li>Independently, provided advice to internal stakeholders regarding compliance with procurement regulations/LCC rules</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing effective procurement support for operational activity or service undergoing change and challenge.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Lead on procurement up to at least publishing procurement:</li> <li>• Planned procurement process</li> <li>• Carried out market engagement</li> <li>• Finalised procurement proposals in PIP</li> <li>• Sought required approval/governance</li> <li>• Procurement documents written</li> <li>• Published procurement</li> </ul>	Experience of developing complex and challenging procurement solutions for the relevant Procurement Category, including leading on strategic, competitive procurement processes and delivering end to end competitive tendering procedures from market engagement and identifying needs to contract award, using over threshold tendering procedures prescribed in UK Procurement Regulations.
	<p>Supported staff by:</p> <ul style="list-style-type: none"> <li>• Sharing knowledge in meetings, the CAPH Teams channel</li> <li>• Supporting colleagues where required including support for Category Officers and Managers</li> <li>• Managing staff where required</li> </ul>	Experience of managing and/or supporting staff
	<ul style="list-style-type: none"> <li>• Independently attending meetings/working collaboratively with stakeholders such as:</li> <li>• Working with commissioners to develop procurement proposals and requirements.</li> <li>• Independently providing procurement advice to stakeholders such as commissioning and heads of service.</li> <li>• Work with senior managers effectively e.g. for approval/governance</li> </ul>	Experience of working collaboratively with a variety of people and professionals up to senior management level
	<ul style="list-style-type: none"> <li>• Independently identified required governance route.</li> <li>• Sought approval in accordance with the governance requirements e.g. PIP approval/cabinet reports</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of ensuring compliance with internal governance requirements, including developing reports and presenting them to decision makers relating to procurement.</li> <li>• Good understanding and application of good governance arrangements, in the local authority</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensured compliance with relevant procurement regulations, legislation and LCC procurement rules.</li> <li>Identified relevant procurement regulations and ensured compliance.</li> <li>Ensured compliance with LCC procurement rules</li> </ul>	Experience in ensuring compliance with relevant procurement regulations, legislation and/or rules.
Ability to clearly explain technical issues to non-technical users.	Effectively provided procurement advice to stakeholders to influence decision making	Ability to build relationships and influence decision making at all levels of the organisation
Good written communication skills and an ability to prioritise tasks.	<ul style="list-style-type: none"> <li>Effectively used communication skills to:</li> <li>Write procurement documents</li> <li>Collaborate with stakeholders</li> </ul>	Strong oral and written communication skills with a focus on procurement documents and reports.
Analytical skills in relation to both numerical and textual information.	See milestones above for 'Experience of Microsoft Office applications including Outlook, Excel, PowerPoint, Word and Teams'	
	<ul style="list-style-type: none"> <li>Demonstrated ability to organise procurement workload including:</li> <li>Develop and work to timescales for procurements.</li> <li>Organise/carry out tasks to ensure deadlines are met, including staggering procurement timelines and tasks.</li> <li>Prioritise urgent tasks.</li> <li>Identify a mitigate risks of delays to timescales.</li> </ul>	Ability to plan and organise a range of complex procurement activities and priorities within a procurement category.
<b>Grade 7 Professional Knowledge</b>	<b>Grade 8 Professional Knowledge</b>	<b>Grade 10 Professional Knowledge</b>
	Gained knowledge managing contracts including job shadowing of others	Demonstrable experience in leading and managing strategic contracts, in the local authority

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Up to date knowledge of relevant procurement policy, technical, and regulatory frameworks.	<ul style="list-style-type: none"> <li>• Completed Procurement Act eLearning.</li> <li>• Proactively accessed procurement regulations, guidance, seminars, training to develop knowledge of procurement regulations.</li> <li>• Can demonstrate good knowledge of relevant procurement regulations.</li> <li>• Applied LCC relevant procurement regulations to inform decisions.</li> </ul>	Good technical and practical knowledge of UK Procurement Regulations including the Procurement Act 2023 and the Health Care Services (Provider Selection Regime) Regulations 2023 (where required)
Detailed knowledge of the practical application of procurement processes/procedures relevant to the role, typically gained through extensive practical experience.	<p>Demonstrated good knowledge of LCC Procurement Rules.</p> <p>Applied LCC Procurement Rules to inform decisions.</p>	<p>An understanding of the Authority's Procurement Rules and the ability to interpret and apply these when undertaking procurement activity for the Authority.</p> <p><a href="#">Procurement Rules - Lancashire County Council</a></p>