



Category (Procurement) Manager – 12 months Fixed Term Contract

Who We Are

Xoserve is the Central Data Service Provider, that sits at the heart of Britain's complex gas market as a specialised contract management and assurance company. Xoserve maintains accountability for the delivery of the Data Services Contract for the industry, which is delivered by a key outsourced service provider.

We need people who are comfortable, and excited, about operating in the middle of a two-sided business model. We embrace modern technology and want people who are adept at weighing up the needs of our customers, on either side, taking pride in connecting them via seamless automated and digital processes.

The Role

This is an exciting opportunity to work within our Contract Management and Procurement team as a Category Manager, taking responsibility for leading procurement activities and supporting the development of the Company's procurement strategy. Responsibilities include working in accordance with Xoserve's framework agreements with its suppliers, the strategic sourcing plan and other Xoserve policies and responsible for managing contract processes for Public Procurement Tenders, renewals, variations, and other contract changes in accordance with Xoserve's Contracts and Procurement Policy.

You will be leading the end-to-end public procurement process which will require management of the Request for Information (RFI) and Request for Proposal (RFP) processes in order to secure compliant bids and to award a service provider.

You will be a natural influencer with the ability to connect with all levels of the business, possess excellent communication skills both written and verbal, a self-starter with the ability to motivate others and with a practical, hands-on approach to public procurement processes.

Key responsibilities for this role include but are not limited to:

- Build and leverage internal and external relationships to effectively create focused strategies
- Build cross-functional relationships
- Ability to identify, recommend, and execute on different negotiation levers
- Provide guidance and or assistance to build business cases
- Manage the internal process to collate and co-ordinate the issue of the RFP, including drafting of the relevant procurement artefacts
- Develop, distribute and analyse RFI and RFP responses
- Lead and manage end to end RFI and RFP process using public procurement process, including but not limited to:
 - Managing responses
 - Managing communications
 - Managing vendors
 - Shortlisting
 - Scoring



- Evaluations
 - Trials / Proof of concept
- Working to timescales to onboard new vendor on award
- Lead liaison with Xoserve Legal to draft and award the Contract and supplier management
- Obtain and manage request for quotes for goods and services purchased under Xoserve framework agreements, validating business requirements, bill of materials, ensuring compliance with the strategic sourcing plan and seeking direction from the Head of Contract Management & Procurement as required.
- Manage and monitor contract renewals including engagement with internal stakeholders and suppliers to enable renewals to assess latest requirements and other options available, inform the Legal team of any revised requirements and ensure the appropriate variations to contracts are raised and reviewed in accordance with company policies.
- Support contract management, supplier relationship management and supplier performance activities, in conjunction with the Contract Management & Procurement team. Potential activities include but are not limited to: checking commercial comments have been incorporated into drafts, liaising with suppliers and requesting specialist input from the wider business.
- Provide reviews and subject matter expertise on the commercial aspects to the business requirements for goods and services in line with the Purchase Governance Policy including but not limited to confidentiality agreements and non-complex contract renewals and contracts.
- Provide advice on the commercial processes and Xoserve's key agreements such as framework agreements and other major supplier contracts.
- Carry out market research on related market status/new trends, potential suppliers and other commercial data across the entire category cycle and communicate/inform other team members and prepare papers/presentations for circulation to internal stakeholders when/if required.

Specialist/Technical Skills & Expertise:

- Proficient in contract review and negotiation
- Demonstrable experience in commercial contract terms of outsourcers and their impact on commercial risk and profitability.
- Experience of supplier negotiations using sound sourcing principles and a fact-based approach
- Track record in supply market analysis and selection of suppliers.
- Professional accreditation (such as CIPS), or willingness to work towards accreditation, would be considered advantageous
- Experience of multi-tasking with the ability to manage a procurement process as well as ad hoc requirements
- Strong communication and presentation skills
- Working and collaborating with working team
- Building strategy for new purchase
- Self-starter, able to work independently and take the initiative and accountability to deliver the requirements of the role.

Why work for Xoserve? We offer:

- A competitive annual salary of up to £55,000 (may vary based on skills and experience)
- A generous contributory pension – we will double match your contribution to a maximum company contribution of 12%
- Life Assurance 8 x basic salary
- Income protection for yourself, up to 50% of salary
- 28 days annual leave plus 8 statutory days in addition



- Two days per year volunteering allowance for our local communities
- Access to contributory Private Medical Insurance
- Membership of the corporate PMI Cash Plan Scheme
- Access to apps which support health, fitness and wellbeing
- Access to an Employee Assistance Programme for you and your family
- Fantastic range of discounts on high street retailers, grocery stores, cinema tickets, holidays and more

The Energy Industry is about to reform and change at pace, and it needs people like you to come and be part of its new design. If you are interested and consider you have the right skills and experience, we are looking for, please either apply direct on LinkedIn or email your CV, together with a covering letter explaining why you believe you are the right candidate to people@xoserve.com.

Xoserve is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, ancestry, place of origin, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. We promise that your opportunity for employment with us depends solely on your qualifications.

Closing date for application: **Tuesday 3rd October 2023**