



Role: Category Management Specialist – Professional Services & Indirect
Area: Supply Chain
Sub-Area: Group
Location: Cork

Duration: Specific Purpose **Salary:** Competitive **Ref:** 020G19

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland through our regulated businesses, Gas Networks Ireland and Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people. Ervia is currently undergoing an organisational transformation to centralise the IT, HR, Finance and Supply Chain functions through the formation of an Ervia Business Services model. This will create synergies and a 'one team' Ervia culture. Ervia's Business Services organisation will define, maintain, and operate end-to-end customer focused IT, HR, Finance, Supply Chain capabilities and processes in support of the overall Ervia strategic priorities.

The Role:

The Category Management Specialist – Professional Services & Indirect provides support for relevant category spend across Ervia and for supporting category saving targets.

Reporting to the Senior Category Manager or Category Manager, the main responsibilities of the role will be assisting in the creation and execution of 'Category Plans' and sourcing strategies through detailed demand and market analysis and a recognised strategic sourcing process.

Duties and Responsibilities:

- Play an active role in supporting strategies for their category in line with relevant Category Plan.
- Assist Category Manager in sourcing strategies by undertaking analysis of spend data, profiling the supply market, and examining sourcing value levers to support appropriate sourcing initiatives.
- Collaborate with the Supply Chain Delivery Partners to ensure business units goals, standards, policies are procedures are being achieved.
- Prepare and coordinate strategic tender or mini-competition 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 Ervia governance committee sign-off rules as well as internal procurement policies.
- Maintain metrics and KPIs for supplier performance measurement.
- Maintain and track financial and non-financial benefits by monitoring supplier performance
- Provide assistance to Business Units in relation to ongoing management of contracts, reviewing contract variations and supplier exit plans for key suppliers, ensuring that the overall category plan isn't impacted.
- Regular interface with Supply Chain Transaction Services with analysis and negotiation expertise during Tactical Tendering, Emergency Sourcing and Sole Sourcing process.
- Support Supply Chain performance measurement by maintaining metrics and scorecards
- Act as a liaison for category related queries from local authorities (LA).
- Collaborate with business stakeholders, participate in relevant meetings and with Supply Chain customers (within the department, Business Units, HSQE, Legal, Transaction Services, and Business Delivery Partners and other organisations and suppliers).
- Adopt a 'one team' culture.
- Perform other duties as required from time to time.

Knowledge, Skills and Experience:

- Minimum of 3 to 5 years' experience in a large organisation, preferably with relevant sourcing and tendering experience
- Relevant qualifications or experience
- Knowledge of manipulating data, with ability to manipulate and analyse large data sets,
- Knowledge of market analysis skills (Porters 5 Forces, SWOT etc.) to identify market conditions and trends.
- Category planning skills, with proven experience supporting category plans
- Experience of dealing with Suppliers
- Experience delivering savings across several categories, and comfortable reading and interpreting financial information.
- Project management experience, with ability to develop detailed plans and execute against them, manage stakeholder groups, develop stakeholder communication plans.
- 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.
- 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

The closing date for receipt of applications for this vacancy is the 19th February, 2019

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application