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| Last updated: | <01/10/2015> |

**JOB DESCRIPTION**

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| Post title: | **Senior Category Manager** | | |
| Academic Unit/Service: | Finance, Procurement | | |
| Faculty: | COO | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Head of Procurement | | |
| Posts responsible for: | 1 x L4, 1 x L3 | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To lead the procurement of a specific major category (or categories) of spend across the University, demonstrating measurable efficiencies in a challenging economic climate. Develop flexible and creative solutions whilst ensuring a consistent team approach with high standards of operation and corporate governance.  To act as a Business Partner, developing strategic partnerships, establishing and maintaining strong working relationships with relevant Deans and Heads of Professional Services.  Fully understand the procurement needs of the Faculty / service and ensure that any priorities are covered within category plans. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To develop and lead the procurement related strategy of specific major category(s) of spend across the University, demonstrating the arrangements meet the needs of the University, support Organisational strategy and deliver measurable efficiencies in a challenging economic climate. Responsible for production, maintenance and implementation of effective category plans and approaches, reporting on progress towards target efficiencies. Manage the resultant contracts and suppliers as part of the agreed categories to ensure best value and continuous improvement and monitoring of the supply chain. | 30% |
|  | As the category expert, the post holder is responsible for providing expert advice and guidance on legislation and regulations relating to procurement and best practice in relation to category management. Develop flexible and creative solutions whilst ensuring a consistent team approach with high standards of operation and corporate governance. Ensure compliance with the category approach across the University, developing policies and procedures as appropriate. | 10% |
|  | Lead relevant high value and / or complex procurement projects, by undertaking sourcing / tendering activity in full compliance with Public Procurement Regulations, ensuring the most relevant route is chosen | 20% |
|  | Apply considerable professional judgement and innovative solutions in advising senior managers, colleagues, staff and customers on the resolution of complex and strategic procurement issues, taking into account current and potential future developments, requirements and obligations. Lead on managing and resolving complex contract management and performance issues, including complex negotiation variations. | 10% |
|  | Research assigned category areas, identifying movements in price and new suppliers in the market. Continually improve and track any market changes in strategic sourcing plans. | 5% |
|  | To act as a Business Partner, developing strategic partnerships, establishing and maintaining strong working relationships with relevant Deans and Heads of Professional Services. Fully understand the procurement needs of the Faculty / Professional Service and ensure that any priorities are covered within category plans. | 10% |
|  | Build buy in to category approaches, designing communication strategies and engaging with key stakeholders. Ensure that stakeholder views are captured and considered. | 5% |
|  | Contribute to departmental and corporate strategic initiatives outside of procurement through cross departmental working groups. | 5% |
|  | Strategic planning, resourcing, management and implementation of key category and procurement activities directly and through the management of others in order to meet stated departmental objectives. | 5% |

| Internal and external relationships |
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| **Internal & External Relationships: (nature & purpose of relationships)**   * The post holder will be expected to undertake the duties as part of an integrated team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team. * The post holder will be expected to play a leadership role and assist other procurement staff in embedding a “business and service culture” within the organisation. * It is expected that the duties will be performed in the light of the relevant activities in Higher Education generally. The post holder will be expected to be aware of the activities and initiatives being formulated nationally and internationally within procurement and keep up to date with changes to working practices. |

| Special Requirements |
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| **Special Requirements:** |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree, or significant professional relevant knowledge and experience  Demonstrable work experience delivering complex procurement projects within a category management approach  Procurement governance best practice, leading practice processes for sourcing, supplier management and category management  Demonstrable experience developing and delivering category wave plans, demonstrating substantial changes to activity from stakeholders  Proven successful and significant experience of working at a strategic level and senior level within a large, complex and multi-disciplinary organisation  Understanding of the strategic context for procurement within a large and complex organisation  An understanding of commercial drivers within a specific category area. Demonstrate how this information changed the category approach  Demonstrable ability to analyse and translate user requirements into technical solutions | MCIPS qualification  Knowledge and experience of alternative service delivery models  Knowledge of Public Procurement Regulations | CV, certificates, references, interview, work experience |
| Planning and organising | Ability to plan activities with an appreciation of the long-term issues, ensuring plans complement broader operational strategy.  Excellent prioritisation skills, thoroughness, accuracy and attention to detail  Resource management with the ability to agree priorities and negotiate for resources  Experience in managing a portfolio of projects simultaneously demonstrating how risks were managed and mitigated |  | CV, references, interview, work experience |
| Problem solving and initiative | Able to assess complex issues; and to apply originality in modifying existing approaches to solve problems  Confidence to challenge existing work practices. |  | CV, references, interview, work experience |
| Management and teamwork | Demonstrable leadership, organisational and planning skills with the ability to share knowledge with colleagues at all levels  Identify and exploit opportunities for continuous improvement of management process.  Ability to motivate and lead a team and achieve tight deadlines whilst delivering excellent customer service  Experience in recruitment and performance reviews | Positive experience of dealing with resource and performance management issues | CV, references, interview, work experience |
| Communicating and influencing | Excellent communication skills to liaise with colleagues at all levels, within the team, the department and across the wider University  Finely tuned stakeholder management skills to ensure effective engagement at all levels.  Able to interact with other areas of the organisation to generate and co-ordinate original ideas or developments.  Ability to produce clear and concise documentation and management information  Ability to present your ideas to a diverse audience to shape and influence changes of behaviour |  | CV, references, interview, work experience |
| Other skills and behaviours | Keenness to research current market place and keep up to date with relevant developments  Methodical, calm and clear-thinking under pressure |  | references, interview, work experience |
| Special requirements | Flexibility to work out of hours on occasion to meet user or service expectations |  | interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |