Finance Office

CATEGORY MANAGER, Procurement

Job Ref: REQ16406

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose:

You will deliver a first class procurement service which supports both the Procurement strategy and the aims and objectives of Loughborough University.

You will be responsible for leading the development of procurement plans and strategies for key areas of non-pay expenditure and maximising the value for money obtained in the acquisition of goods and services through sustainable, efficient and effective practices including the management of risks and compliance with E.U. Public Procurement Regulations.

As well as being an excellent relationship manager, you will be the specialist in certain ranges of product and services, providing professional and specialist procurement advice and innovative solutions to internal clients on all aspects of E.U. Public Procurement Regulations, laws and operating practices when managing their procurement projects.

Job Duties

1. To manage and develop procurement strategies for a number of procurement categories, undertaking category analysis and offering innovative solutions that will reduce cost, drive efficiencies and produce best value for the University.
2. To lead the full range of procurement support for the category including contract specification, tendering, evaluation and advice to School, Department and Professional Services staff, leading contract management, strategic projects, training and other support as required. This will include developing requirements, identifying the best procurement route, drafting tender documents, tender evaluation and contract award.
3. To ensure all procurement processes apply with EU procurement law and university policy and that the contract represents value for money, utilising framework agreements and seeking collaboration agreements as appropriate. To maintain the integrity of the University's procurement operations, honouring contractual terms and guarding against fraud and impropriety.
4. Work closely with Schools, Departments and Professional Services to promote good purchasing practice including the provision of advice, support and help in coordinating specific purchasing projects and to introduce efficiencies in the full purchase to pay process. Build relationships, understand customer needs and develop a future view of requirements with alternative sourcing strategies.
5. Develop and maintain effective supplier relationship management with key suppliers to manage risks, innovate and negotiate further savings. Assist stakeholders to resolve persistent supplier contract management issues, providing advice and support to resolve disputes.

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6. Deliver procurement and contract management training to Schools and Departments where appropriate.
7. Within category, manage, promote and develop the e commerce strategy to achieve cashable savings and process efficiencies.
8. Represent the University at local, regional and national purchasing groups, including but not limited the promotion of collaborative purchasing.
9. Produce and maintain appropriate procedures and guidance to support business processes and to inform finance staff, internal and external customers.
10. Assist in defining and monitoring KPI's; producing timely and accurate reporting to evidence progress.

Being able to effectively prioritise and plan is critical given that the Category Manager will be managing numerous procurement exercises/projects at any one time, all of which will require time and resource from procurers/contract managers, Professional Services colleagues, collaboration partners, as well as that of bidders and suppliers. Ultimately, the Category Manager is responsible for the award of £millions of contracts, ensuring that these contracts represent value for money, and mitigating the risk of legal challenge and large financial penalties should the procurement exercise fall outside of the legislative framework.

The role involves advising senior managers on procurement strategy options, collaborating and sharing best practice with other HE/public sector organisations, leading internal clients through complex procurement processes, gaining feedback from end users of contracts/suppliers, engaging other Professional Services colleagues as determined by the risk-profile of the tender/contract, engaging with the supply market to make them aware of upcoming opportunities and how to do business with the University, and working with suppliers to improve performance.

The Category Manager acts as a Project Manager when planning and running, often very complex, procurement exercises. This entails the typical project management activities of stakeholder engagement, timetabling, planning communications, risk management, and feeding into existing governance arrangements. The Category Manager is also effectively a Procurement Business Partner, aware of the contract/supplier arrangements for their respective categories and the procurement implications of future University plans/policy changes/projects, feeding into Senior Management Teams and Project/Working Groups.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Procurement.

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Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below.
Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application
2 – Test/Assessment Centre/Presentation
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant procurement experience in a large and complex environment.	1,3
	Thorough knowledge of EU procurement legislation.	1,3
	Experience of managing a number of projects simultaneously.	3
Skills and abilities	Ability to develop tender documentation and analyse all aspects of tender bids effectively.	1,3
	Well-developed communication and relationship management skills, able to build, influence and challenge relationships.	1,3
	Attention to detail.	1,3
	Ability to analyse and interpret data from a number of sources, utilising Microsoft Office skills including pivot tables and look-ups.	2,3
	Ability to provide innovative solutions to complex problems, flexible and responsive to changing customer needs.	3
	Excellent project management skills, used to prioritise own work load and deliver procurement of goods and services effectively.	1,3
Training	Commitment to personal and professional development.	1,3
Qualifications	Full membership of the Chartered Institute of Purchasing & Supply (MCIPS).	1
Other	Commitment to observing the University's Equal Opportunities Policy at all times	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Category management experience in Estates and Facilities Management, IT services or scientific laboratory supplies.	1,3
	Experience of a wide range of procurement solutions including negotiation and competitive dialogue.	1,3
	Experience of working in cross-functional teams	1,3
	Experience of process change improvement, such as LEAN techniques	1,3
Skills and abilities	Experience of use of Agresso finance system or similar	1

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Qualifications	Educated to degree level or equivalent	1

Conditions of Service

The position is full time and open-ended. Salary will be on Management & Specialist Grade 7, £38,896 - £46,414 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found here.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html

In addition, the University is supportive, wherever possible, of flexible working arrangements.
We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see http://www.lboro.ac.uk/services/hr/athena-swan/

Informal Enquiries

Informal enquiries should be made to Tim Burton, Head of Procurement, by email at T.J.Burton@lboro.ac.uk or by telephone on 01509 223610

Applications

The closing date for receipt of applications is 1 August 2016**.** Interviews will be held w/c 8 August 2016

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