

Job Description

Job title:	Procurement Category Manager
Department/School:	Finance and Procurement
Grade:	7
Location:	University of Bath premises

Job purpose

The Procurement team directly supports the University in achieving its aim to deliver the financial capacity to deliver excellence in research and education. It does this through optimising the efficiency and effectiveness of the systems and processes used when procuring the goods, services and works it requires, as well as ensuring value for money is achieved on all 3rd party expenditure through applying best practice procurement techniques.

The role of the Procurement Category Manager is to professionally manage a defined category/portfolio of University expenditure, ensuring compliance with the relevant procurement legislation, managing the associated risks, and optimising the opportunities to realise benefits.

Source and nature of management provided

Deputy Head of Procurement (Category Management)

Staff management responsibility

See point 19 below. Typically this would be no more than 1fte.

Special conditions

None

Main duties and responsibilities

Category Management

1	Analyse category expenditure to understand key strategic perspectives such as contract coverage, volume and type of suppliers, expenditure trends, internal user profiles, and supply market trends.
2	Develop and maintain a 12-24-month category strategy/plan of procurement activity identifying potential routes to market and opportunities to deliver savings and/or efficiencies.
3	Proactively engage with internal stakeholders to prioritise procurement activity, resource allocation and timescales for delivery.
4	Prepare, release, evaluate and award competitive tenders in compliance with the relevant procurement legislation, University Procurement Policy and Financial Regulations, and ensuring value for money is achieved.
5	Analyse the supply markets relevant to the category of expenditure to understand and mitigate where possible the associated supply risks. This may include areas of risk such as modern slavery within the supply chain, sustainability risks/issues, and market price fluctuations.

6	Where required use category knowledge to help develop the commerciality of the department. This may include helping to develop business cases with internal clients or identifying new commercial opportunities within the marketplace.
Contract and Project Management	
7	Act as the Procurement project lead on procurement projects adopting the principles of effective project management.
8	Where required, manage specific contracts and suppliers to optimise contract use and supplier performance, this may include reducing identified maverick spend where necessary.
9	Implement contracts with internal stakeholders and suppliers ensuring the contract operation can run effectively and contract management processes are in place. This may include, but is not limited to the development of key performance indicators, regular contract review meetings, user/focus group meetings, written buyer guides, attending management planning meetings, managing user information on web pages, etc.
10	Assess internal contract management capability and where it is found lacking advise on methods for effective contract management and/or upskilling.
11	Act as a point of escalation if a contract starts to fail and provide support and structure to resolve issues between the supplier and University.
Procurement Process and Support	
12	Make full use of the available e-procurement related technologies at all stages of the procurement process, for example e-tendering, e-marketplace, P2P systems, development and management of e-catalogues, etc.
13	Wherever possible promote and adopt the principles of 'Responsible Procurement'.
14	Record and maintain all relevant contract information including contract documents and measurable cashable and non-cashable benefits on the appropriate University systems.
15	Support the development and maintenance of procurement tools, processes, policies, training and initiatives.
16	Provide professional procurement advice to internal stakeholders as required.
17	Help stakeholders align their process to procurement systems offering through training/discussion or process design.
CPD and Other	
18	Undertake necessary professional training and personal development.
19	Where required, provide direct line management for specified member/s of the Procurement team.
You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance	

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Membership of the Chartered Institute of Procurement and Supply (or working towards)	X	
Degree level qualification		X
Project Management qualification		X

Criteria: Knowledge and Experience	Essential	Desirable
Knowledge of supplier markets particularly as applied to University / Public Sector	X	
Previous experience of planning, tendering, letting, managing and measuring contracts.	X	
Knowledge and understanding of legislation affecting the supply of goods and services including UK Contract Law and Public Procurement Regulations	X	
Experience of managing defined categories of expenditure		X
Customer orientated approach to procurement	X	
Knowledge of standard legal terms and conditions for the supply of goods and services	X	

Criteria: Skills and Aptitudes	Essential	Desirable
Outcome orientated	X	
Ability to work under pressure and to tight deadlines	X	
Enthusiastic with 'can-do' attitude	X	
Diplomatic and confident relationship builder	X	
Strong negotiator	X	
Procurement data analysis and interpretation	X	
Excellent interpersonal, verbal and written skills	X	
Ability to present information clearly and concisely	X	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.