

PROCUREMENT CATEGORY MANAGER

Job Ref: REQ240927

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Finance Office includes c.45 colleagues who deliver financial support to the University.

Teams within the department include Financial Accounts, Financial Planning and Analysis, Tax, Procurement and Financial Systems. The teams operate together to cover all aspects from transactional finance through to the development of the University's long-term financial plan and delivery of the £300m+ per annum revenue budget.

Job Description

Job 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, facilitating innovation.

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 procurement law.

As well as being an excellent proactive relationship manager, you will be the specialist for certain ranges of product and services, providing professional and specialist procurement advice to internal clients on all aspects of procurement law and operating practices when managing their procurement projects.

Job Duties

1. Support the development of business cases, informing the 'make or buy' decision with robust market research, identifying opportunities for innovation, and undertaking options appraisals
2. Manage a number of procurement categories; undertaking category analysis (spend, supplier, supply and organisation analysis) and developing and implementing category strategies
3. Work closely with internal and external stakeholders to build relationships, understand customer needs, maintain a rolling schedule of future procurement requirements/tendering exercises and develop sourcing strategies, exploiting opportunities for collaboration
4. Manage tendering exercises, including the development of the customer's requirement, identification of the best procurement route, the drafting of tender documentation, tender evaluation and clarification, and contract award. At all times ensuring that the process complies with procurement law, and that the ultimate contract represents and can demonstrate (through KPIs) value for money, and allows for continuous improvement
5. Identify and promote corporate contracts and framework agreements that represent best value, reducing off-contract spend to a minimum
6. Responsible for ensuring that the Contracts Register, Tendering Schedules, Savings Tracker and Approvals Log are up-to-date for respective categories

7. Approve waivers and contract extensions and variations as provided for by the University's Procurement Regulations
8. Act as an escalation point for customers with significant and/or persistent contract management issues, advising on remedial action and resolving disputes
9. Undertake Supplier Relationship Management with key suppliers in order to manage risks, make the most of opportunities to innovate, and to identify and negotiate further savings
10. Promote the University's corporate objectives and Procurement Strategy through procurement activity undertaken within the categories for which responsible, including identifying opportunities for gaining wider social, economic and environmental benefits through contracts
11. Embed a risk-based, proportionate approach throughout the procurement process, escalating any significant risks for inclusion in the Finance and University Risk Registers

Functional Contacts

- The wider University Finance Office
- Public Buying Organisations, including the HE sector purchasing consortia
- Higher Education Procurement Association (HEPA)
- Procurement professionals from other organisations
- Procurers and Contract Managers from across the University's Schools and Departments
- University Departments that lead on various policy areas to be reflected within University procurement activity
- Procurement Co-ordinator supervised, as required

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 Commercial Finance.

Person Specification

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:

A – Application
P – Presentation
I – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Extensive knowledge of EU and UK public procurement law	A, I
	Good knowledge of contract law	A, I
	Experience of managing a number of projects simultaneously	A, I
	Significant experience in a similar role	A, I
Skills and abilities	Well-developed communication and relationship management skills	I, P
	Able to challenge, influence and build relationships	I, P
	Adept at identifying contractual risk and planning/undertaking contractual negotiations	I
	Flexibility and attention to detail, with the ability to work to tight deadlines and manage conflicting priorities	I
	Ability to develop/assemble tender documentation, including evaluation models, and analyse commercial and non-commercial aspects of tender bids	I
	Able to analyse and interpret data from a number of systems	I
	Able to provide innovative solutions to complex problems	I
	Excellent project management skills	I
Qualifications	Professional Diploma, Chartered Institute of Purchasing & Supply (MCIPS), or equivalent experience and working towards MCIPS qualification	A

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of the procurement category for which the post relates	A, I
Qualifications	Project Management qualification (e.g. PRINCE2)	A

Conditions of Service

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>