



Job Title: Category Manager
Grade: 8
Salary: £48,350 to £54,395 per annum
Department: Finance Division (Procurement Unit)
Hours/Contract: Full time or job share, permanent
Job Family: Management and Administration
Reference: 10527

Role Purpose

To ensure that the supplier contracts awarded within the categories for which responsible are compliantly procured, give value for money, support the University’s strategic plan and take proportionate account of risk.

Resources Managed

Supervise the work of a Procurement Administrator, as required.

Main Duties and Responsibilities

- Develop and implement procurement category and individual sourcing strategies for/within the categories for which responsible, based on robust data/market analysis. Present internal customers with procurement route options, based upon their brief, then implement the option selected; e.g. running a tender exercise, calling off a framework agreement or negotiating contract terms and conditions.
- Ensure continual engagement with internal customers/stakeholders, to ensure that contracts are compliantly procured, at the same taking proportionate account of risks, e.g., in relation to data, sustainability, equality, diversity and inclusion
- Promote and support the University’s strategic plan and procurement strategy, policies and procedures, including use of the mandatory corporate contracts.
- Ensure that the records and folders relating to the procurement categories for which responsible and kept up to date, including contracts register, forward work plan and savings tracker.
- Act as an escalation for any material or persistent supplier performance issues.
- Deputise for the Director of Procurement, as required.

Internal and External Relationships

Engage internal customers to establish upcoming procurement activity to be managed and supported.
 Ensure engagement of relevant internal experts dependent on the nature, risk and opportunity presented by procurement activity to be managed or supported.

Be an active member of the higher education purchasing consortium of which the University is a member, attending category meetings and volunteering for tender work parties to establish national/regional procurement solutions (including framework agreements), were appropriate.





Establish any other opportunities for collaborative procurement beyond that presented by HE sector purchasing consortia, including with other specific universities and organisations from the wider public sector.

Planning and Organising

Maintain a work plan showing procurement activity (including strategy development, tendering, framework agreement call-offs and contract negotiation) to be undertaken over the next 12 months, informed by expiring contracts report and ongoing stakeholder engagement.

Qualifications, Knowledge and Experience

Essential

- Chartered Institute of Purchasing & Supply Graduate Diploma (MCIPS), or working towards*
- Thorough knowledge of public procurement law*
- Experience of managing a number of projects simultaneously
- Experience of vetting contract terms and conditions, with good understanding of contract law
- Significant experience in a similar role*

Desirable

- Project management qualification, e.g., PRINCE2

Skills, Abilities and Competencies

Essential

- Well-developed communication and relationship management skills*
- Able to constructively challenge, influence and build relationships
- Able to write with great clarity; for example, when drafting tender documentation and reports*
- Flexibility and attention to detail, with the ability to work to tight deadlines and manage conflicting priorities
- Able to analyse and interpret data from a number of systems
- Able to provide innovative solutions to complex problems
- Adept and managing risk
- Excellent project management skills

***Criteria to be used in shortlisting candidates for interview**

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.





Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

