

JOB DESCRIPTION

Vacancy reference:	SRF34211
Post Title:	Deputy Category Manager [Estates & Facilities]
Grade:	6
School/Department:	Procurement
Reports to:	Lead Category Manager
Responsible for:	N/A

Purpose

The Deputy Category Manager is responsible for Supporting procurement activity, analysis of cost data, savings opportunities and investigating market information in support of the procurement Category Management team. This position will be responsible for the following:

1. Providing support to the Estates & Facilities Category Managers regarding market intelligence, financial analysis, management information and risk.
2. Supporting Procurement activity on behalf of the business stakeholders. This will include tendering, completing post competition analysis, assisting in selection and contract negotiation.
3. Independently working across multiple Procurement Specialist teams to provide support to the Category Managers including assisting in developing Category strategies with the use of market intelligence, spend data, risk and management information.
4. Analyse demand, market intelligence, spend data, risk and management information and prepare reports in support of the University of Reading procurement strategy development.
5. When required deputise for the Estates & Facilities Category Managers

Main duties and responsibilities

Procurement Responsibilities

1. Lead on and assist with the development and implementation of Category Strategies in support of the category planning process and procurement strategy development. This will include conducting market research, analysing spend and financial data, identifying risks and opportunities and recommending the most suitable sourcing/route to market approach
2. Lead on Mini Competitions for Works and Services, evaluate tender responses together with internal stakeholders, provide recommendations and the production of Contracts.
3. Guide and influence stakeholders through the tendering process to ensure the best value for money is achieved. This will include working with the stakeholders on developing tender specification and other tender related documents and assisting in selection
4. Conduct supplier review meetings including reviewing of KPIs.
5. Consult with other Category Managers to develop and present analysis of market intelligence, spend data, associated risks and management information to support negotiation strategies.
6. Research category areas to help support the Category Management team in increasing the spend value going through the national frameworks where possible, identify any activities and opportunities related to sustainability, identify saving opportunities and to ensure that any savings achieved are recorded
7. Develop route to market analysis in support of agreed Procurement activity

8. Take a pro-active approach to identifying procurement saving opportunities and to assist in formulating and implementing plans to realise those savings. Such plans will include assisting in the development and implementation of policies and standards for particular commodities and managing the ongoing relationships with both the preferred suppliers and internal stakeholders ensuring that all risks related to the contracts managed are recorded and managed
9. Identify and network independently with business stakeholders and market sector procurement specialists to ensure validity and accuracy of strategies and reporting information.
10. Review and report on Contract terms and conditions including liaison with Legal team to ensure exposure to risk is minimised and conducting negotiations with suppliers when necessary.
11. Ensure that Legislation, Procurement Policies and Procedures are adhered to.
12. Day to day duties in support of the University of Reading Procurement Department.
13. Support the Procurement function in contributing to University's strategy in the following areas:
Community, Excellence, Sustainability, and Engaged University.

Individual Contributor

1. Contribute to the University of Reading's agenda by championing the use of advanced procurement tools and techniques.
2. Conduct and present data analysis and modelling to Category Managers and business stakeholder groups.
3. Apply current procurement analytical methods to support market analysis and procurement strategy development for strategic sourcing projects.
4. Develop positive working relationships with a variety of stakeholders across Market Sector and onsite business groups.
5. Work with Estates/Finance stakeholders to facilitate linkage of Procurement savings to the budgets and other financial requirements.
6. Maintain current knowledge of applicable advanced procurement techniques to optimise strategic sourcing effectiveness.
7. Assist in influencing senior level business stakeholders regarding results of sourcing and procurement analysis.
8. Comply with standards and policies.

This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. All University of Reading employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

Supervision received

The post holder will report to the Lead Category Manager but will receive guidance from the Category Manager on a day to day basis.

Supervision given

The post holder has no supervisory responsibilities.

Contact

Work closely with the Estates & Facilities Category Manager, other Deputy Category Managers and with a wide range of senior officers across the University of Reading, liaise and consult with a variety of external contacts. Key contacts are likely to include:

- Maintenance Team
- Projects Team
- UOR Supply Chain
- Finance Officers
- Local business people
- Voluntary/statutory organisations
- Other local authorities and representative organisations
- Government and other executive agencies
- Other external agencies

Terms and conditions

The post holder will be based in an office environment and will work the hours required to do the job. The University is committed to flexible working and will consider any request. Salary is set on appointment within Grade 6, annual incremental progression follows to the top of the scale and pay is increased in line with nationally-agreed pay settlements.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: January 2019

PERSON SPECIFICATION

Job Title	School/Department
Deputy Category Manager	Finance & Corporate Services

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Proven / demonstrated advanced data analysis skills. • Ability to independently apply analysis techniques to solve complex problems. • Ability to manage and prioritise a number of projects • Ability to demonstrate a logical approach to allocated tasks • Ability to communicate to key stakeholders. • Proven mastery of computer software skills –Microsoft Office. • Process driven • Ability to network effectively across multiple business groups. • Proven ability to create innovation with an openness to change. • Proven self-motivator who sets clear direction and priorities • Fosters effective teamwork and collaboration. • Strong written presentation skills. 	<ul style="list-style-type: none"> • Strong commercial skills and business acumen.
Attainment	<ul style="list-style-type: none"> • A good level of education. • Have obtained or working towards Chartered Institute of Purchasing and Supply (CIPS) or equivalent professional qualification. 	<ul style="list-style-type: none"> • Degree Educated
Knowledge	<ul style="list-style-type: none"> • Skilled in the application of various procurement approaches • Understanding of the Category Supply Chain 	<ul style="list-style-type: none"> • Understanding of the category of Estates & Facilities • Understanding of Maintenance/ Construction/Catering/Campus Services
Relevant Experience	<ul style="list-style-type: none"> • Previous procurement experience • Previous experience of stakeholder management inc. developing tender documents to achieve best value • Previous experience of developing financial analysis related to procurement 	<ul style="list-style-type: none"> • Experience developing financial analysis in the higher education sector • Previous experience of using P2P systems e.g. Agresso • Experience of running a Tendering exercise.
Disposition	<ul style="list-style-type: none"> • Project a professional image and demonstrate a proactive attitude. 	

Completed by: Lead Category Manager	Date: May 2017
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