

JOB DESCRIPTION

Vacancy reference:	SRF34205
Post Title:	Category Manager (Professional Services including Executive Education)
Grade:	7
School/Department:	Procurement
Reports to:	Director of Procurement
Responsible for:	No direct line management responsibilities

Purpose

The Category Manager role is to lead the procurement of the category of Professional Services spend across the University. Category Managers are management roles that exist to help the University of Reading deliver:

- (i) Measurable efficiencies in a challenging economic climate.
- (ii) A professional service and the development of the procurement community.
- (iii) Developing strategic partnerships, establishing and maintaining strong working relationships with relevant internal and external stakeholders
- (iv) Flexible and creative support to transform operations.
- (v) High standards of corporate governance.

Establishing the University of Reading as a leader for procurement services.

Main duties and responsibilities

1. To develop and lead the procurement related strategy of Professional Services category of spend across the University, demonstrating the arrangements that meet the needs of the University, support Organisational strategy and deliver measurable efficiencies in a challenging economic climate. Responsible for production, maintenance and implementation of effective category plans and approaches, reporting on progress towards target efficiencies
2. Accountable for all procurement activity and management of non-pay third party spend within the category of Professional Services. This will include personal professional responsibility for securing efficiencies in allocated categories with agreed targets as agreed with the Director of Procurement.
3. As the category expert, the post holder is responsible for providing expert advice and guidance on legislation and regulations relating to procurement and best practice in general and category management in particular, typically at Heads of School and Heads of Service level
4. Lead relevant high value, and / or complex procurement projects, by undertaking sourcing / tendering activity in full compliance with Public Procurement Regulations, ensuring the most relevant route is chosen including utilisation of regional and national arrangements where applicable to ensure resource is focussed in areas likely to deliver greatest savings realisation. Management of all resources relating to projects for which the post holder is responsible at

- any given time, including staff management within procurement and direct or senior staff in Schools/services, insofar as they are allocated to the projects concerned.
5. Following the sourcing activity of the high value and / or complex contracts manage the resultant contracts and suppliers as part of the agreed categories to ensure best value and continuous improvement and monitoring of the supply chain.
 6. To work with the Business owner and key stakeholders of the category of Professional Services, developing strategic partnerships, establishing and maintaining strong working relationships. This includes area, but not limited to, executive education, financial services, training and consultancy services.
 7. Review of a vast number of contracts that go through the Professional Services category to ensure compliance of processes for the engagement of sole traders and Personal Services Companies. To ensure HMRC assessments are carried out as required.
 8. To oversee and manage the process and risks associated with contracts, working in consultation suppliers, Legal Services and Data Protection Officer where appropriate on terms prior to final contract
 9. Communicate and manage relationships with external suppliers and partners at the highest levels, typically at Director or senior management level, both during procurement processes and during the service delivery phase.
 10. Structuring and delivering enabling support to service and operational teams to analyse needs, markets and spend, plan and develop category approaches, design and deliver category saving plans and reporting annually on progress towards achieving better and cheaper outcomes.
 11. Research assigned category areas in conjunction with the support of the Deputy Category Managers identifying movements in price and new suppliers in the market and continually improve and track any changes in the strategic sourcing plans.
 12. Provide accurate and timely management information reports, ensuring compliance with relevant procedures for governance, risk and control including the Procurement Board. Ensure accuracy and data quality.
 13. Forecasting, planning, including preparing the business case and reporting for complex procurement project support.
 14. Pro-active engagement with School and Support functions to plan and support procurement activity and contract management
 15. Building buy-in to category approaches and resourcing the procurement support in project teams to enable delivery of category savings plans.
 16. Within the categories ensure compliance with all legislative requirements in conjunction with the Director of Procurement.
 17. To work within the Procurement Policy and University strategies to prepare and develop specifications and schedules for tender exercises within their category strategies.
 18. To act as a sustainable procurement e-procurement champion in conjunction with University staff.
 19. 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 receive supervision from the Director of Procurement.

Supervision given

Not applicable

Contact

Work with and guide a wide range of senior officers across the University of Reading, in the role of trusted advisor on all matters of procurement and will also liaise and consult with a variety of external contacts. Key contacts are likely to include:

- Executive Education
- Henley Business School
- Legal Services
- Finance Business Partners
- Professional Services staff at the University
- 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, some flexibility in this is allowed by prior arrangement. The post holder will work the hours required to do the job with core hours being 9am-5pm. Salary is set on appointment within Grade 7, annual incremental progression follows to the top of the scale and pay is increased in line with nationally-agreed pay settlements.

Date assessed: November 2020

PERSON SPECIFICATION

Job Title	School/Department
Category Manager (Professional Services)	Procurement

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Demonstrable leadership, organisational and planning skills. • Ability to champion the role of category management and able to establish credibility as the lead operational contact for issues regarding their areas of responsibility with internal and external stakeholders; • Ability to actively manage a number of contracts, ensure performance standards are achieved and benefits are realised. • Ability to create, maintain and sustain excellent working relationships with customers, stakeholders and suppliers. • An understanding of commercial marketplaces and negotiations, and opportunities for collaboration and the ability to challenge current practises • Have a deep understanding of financial assessment and costing techniques and their application. 	<ul style="list-style-type: none"> • Be an expert in managing a portfolio of projects simultaneously and for managing and mitigating risks.
Attainment	<ul style="list-style-type: none"> • The post holder will be a member or working towards being a member of the Chartered Institute of Procurement and Supply (CIPS) or have attained an equivalent level professional qualification or be working towards a professional qualification 	<ul style="list-style-type: none"> • The post holder will have qualified in a recognised project management methodology or capable of demonstrating equivalent knowledge through experience. • The post holder will be expected to be a recognised expert procurement professional and leader in their field
Knowledge	<ul style="list-style-type: none"> • Expert authority in public sector procurement and the economics of procurement and markets; 	<ul style="list-style-type: none"> • Knowledge of EU Procurement Directives • Ability to demonstrate an excellent understanding of

	<ul style="list-style-type: none"> • Knowledge and expertise of procurement in the category of Professional Services; • Have a thorough understanding of the operational procurement processes and their operation throughout the procurement cycle from analysing the requirement, procurement planning, tendering and contract set-up and review. 	<ul style="list-style-type: none"> • procurement in the higher education sector • Knowledge and experience of alternative service delivery models • Able to demonstrate an excellent understanding how the business of the category works, be aware of public policy and delivery in political environments, as well as having excellent commercial understanding of markets generally and the category in particular
Relevant Experience	<ul style="list-style-type: none"> • Demonstrate experience and understanding in the category of Professional Services and an excellent track record as procurement professional and in service and project management; • Be able to demonstrate a track record of continuous improvement and delivery of results in a variety of procurement settings. They will be able to demonstrate a track record of: <ul style="list-style-type: none"> • Demonstrating excellence, hard work, and integrity • Navigating through change and delivering results in uncertain environments; • Their experience will demonstrate a broad coverage of a range of procurement projects as well as a deep expertise in category management generally and specifically in the category allocated. 	<ul style="list-style-type: none"> • Experience of delivering procurement projects within a category management approach including Finance, Pensions, HR, and Executive Education categories. • Experience of working with academic and business stakeholders. • Knowledge of Government legislation including IR35 and GDPR. • Experience of negotiating a number of contracts to engage suppliers on long term contracts and for short ad hoc pieces of work in a short timescale to meet business needs whilst making sure they are compliant
Disposition	<ul style="list-style-type: none"> • Project a professional image and demonstrate a proactive attitude 	
Completed by: Director of Procurement		Date: November 2020