

JOB DESCRIPTION

Vacancy reference:	SRF41679
Post Title:	Deputy Category Manager (IT)
Grade:	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 IT Category Manager regarding market intelligence, financial analysis, management information and risk.
2. 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.
3. Analyse demand, market intelligence, spend data, risk and management information and prepare reports in support of the University of Reading procurement strategy development.
4. Supporting procurement activity on behalf of the business stakeholders. This will include tendering, completing post competition analysis, assisting in selection and contract negotiation.
5. When required deputise for the IT Category Manager.

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 IT equipment, software and support, evaluate tender responses together with internal stakeholders and provide recommendations and the production of Contracts.
3. Lead on, or work with other members of the Procurement Category Management team and members of the University of Reading Digital Technology Services team in evaluating, negotiating and implementing software licence agreements and end user license agreements.
4. Lead on, and take ownership for, low-risk sub-categories of the overall IT category and manage the strategy and running of that sub-category under the indirect supervision and guidance of the IT Category Manager.
5. 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
6. Conduct supplier review meetings including reviewing of KPIs.
7. Consult with other Category Managers to develop and present analysis of market intelligence, spend data, associated risks and management information to support negotiation strategies.
8. 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
9. Develop route to market analysis in support of agreed Procurement activity
10. 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

11. Identify and network independently with business stakeholders and market sector procurement specialists to ensure validity and accuracy of strategies and reporting information.
12. 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.
13. Ensure that Legislation, Procurement Policies and Procedures are adhered to.
14. Provide advice, support and guidance to stakeholders across the University, with regards to procurement of IT and IT related products.
15. Day to day duties in support of the University of Reading Procurement Department.
16. 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 objectives 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 DTS (Digital Technology Services – also known as IT) 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 into and will be line managed by the Lead Category Manager but will receive day-to-day instruction and guidance on workload from the IT Category Manager.

Supervision given

The post holder has no supervisory responsibilities.

Contact

The post holder will work closely with the IT Category Manager, other Deputy Category Managers and with a wide range of senior officers across the University of Reading. They will liaise and consult with a variety of external contacts.

Key contacts are likely to include:

- DTS Senior Management Team
- DTS Business Partners
- Procurement Consortia and Agencies
- UOR Suppliers
- Finance Officers
- Government and other executive agencies
- Other external agencies

The post holder will be responsible for managing day-to-day communication with all stakeholders across the University who make IT and IT related acquisitions, escalating to the IT Category Manager, where appropriate.

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. 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/demonstrable ability to filter/manipulate and analyse data to inform procurement strategy. Eg. Spend data. Ability to demonstrate a logical approach to allocated tasks. Ability to communicate effectively and professionally with key stakeholders. Proven competency of computer software skills – Microsoft Office. Keen attention to detail. Ability to network effectively across multiple business groups. Ability to work independently under own motivation. Fosters effective teamwork and collaboration. Strong written presentation skills. Ability to influence and guide stakeholder decision making processes as well as the confidence to challenge decisions which conflict with policies and procedures. 	<ul style="list-style-type: none"> Strong commercial skills and business acumen. Ability and confidence to communicate with, and present to, University stakeholders. Ability to independently apply analysis techniques to solve complex problems. Proven ability to create innovation with an openness to change.
Attainment	<ul style="list-style-type: none"> A good level of education. Willing to commit to work towards Chartered Institute of Purchasing and Supply (CIPS) qualification 	<ul style="list-style-type: none"> Working towards or qualified with Chartered Institute of Purchasing and Supply (CIPS)
Knowledge	<ul style="list-style-type: none"> Skilled in the application of various procurement approaches. Understanding of contract and supply chain management including driving improvements in line with the University strategy.. 	<ul style="list-style-type: none"> Understanding of the category of IT Understanding of the category of Marketing Understanding of Public Contracting Regulations and how these apply to procurement activities.
Relevant Experience	<ul style="list-style-type: none"> Previous experience in either procurement, purchasing or supply-chain. Previous experience of stakeholder management inc. resolving disputes and diffusing adversarial situations between stakeholders and suppliers. Previous experience of conducting data analysis related to procurement, finance or spend. Previous experience in working with stakeholders to develop a fit for purpose specification or set of requirements. Previous experience in working with stakeholders to develop a set of suitable tender questions. 	<ul style="list-style-type: none"> Previous procurement experience in Public Sector organisations. 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. Willingness to learn and self-develop. Outgoing and approachable.. Creative, imaginative and able to approach problems with an open mind. 	<ul style="list-style-type: none"> Self-confident with good public speaking and presenting skills.
Completed by: Lead Category Manager		Date: Jan 2020