Job Description

Job Title: Category Officer

Faculty/Directorate: Finance and Procurement

Grade: 5

Full-time Permanent

	Duties of the role
Overall purpose of the role	The Category Officer will conduct procurement exercises and projects as allocated and support the Category Manager to ensure high-quality contracting outcomes are delivered with the objectives of minimising risk, maximising value for money and driving efficiencies. The Category Officer will provide professional procurement advice to colleagues across the University, and support the development, maintenance and delivery of procurement category strategies (for medium/low risk/value categories) in accordance approved university policies/processes and any applicable legislative requirements.
Main duties and responsibilities	• To undertake low/medium-risk structured procurement activity including competitive tendering and framework competitions under the direction of Category Managers, including compilation and issue of tender documentation, and process and recording of bid evaluations. • Record and update procurement and contract information on a robust and timely basis, including the proactive capture and receipt of information and updates from procuring colleagues and supplier relationship and contract sponsors and managers across the University. • Analyse contract and supplier management information, including to support Category Managers to identify optimum benefits (including savings) realisation and value for money. • Provide advice on medium/low risk/value contracts to procuring colleagues and those involved in supplier relationship and contract management across the University in compliance with approved policy and process. • Ensure that relevant, adequate, and current information about frameworks and other call off and provisioning arrangements (including catalogue information, pricing, supplier information etc.) is available and easily accessible to procuring colleagues across the University. • Support effective implementation and adoption of new contract and supply arrangements across the University. • Research, develop and maintain appropriate knowledge of supply markets for low/medium risk/spend works, products and services in order to inform the procurement strategies and the determination of benefits and targets to include in the strategy.

	Duties of the role

	• Develop and maintain knowledge of the University's sourcing, tendering, requisitioning and purchase-to-pay systems, Procurement Strategy and policies and other systems and procedures in order to provide a quality advice and support service to stakeholders and colleagues.
	• Perform any other duties commensurate with the job grade as reasonably required from time to time.
	• Act in accordance with DMU Values:
	  • Collaborative – Work together to achieve joint outcomes, understand how your work contributes to DMU, and be aware of your personal impact on others.
	  • Compassionate – Be open, honest, and caring, work on a basis of trust, and hold yourself accountable for your actions.
	  • Creative - Strive for better, challenge bureaucracy, explore digital solutions, and innovate creatively.
	  • Community minded - Embrace alternative views, treat others with respect, and tackle inequalities.
	• Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
	• Minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.

Person Specification

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Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Experience, Knowledge and Qualifications	Part qualification (minimum Diploma Level) status and membership of the Chartered Institute of Purchasing and Supply or Degree in a relevant subject or equivalent qualification/experience	Desirable	✓			✓
	Project management qualification	Desirable	✓			✓
	Experience of procurement and contract management within a large and/or complex organisation.	Essential	✓	✓		
	Awareness of public procurement legislation	Desirable	✓	✓		
	Experience of procurement within the public sector or Higher Education (or similar)	Desirable	✓	✓		
	Development of procurement process, best practice, and guidance material	Desirable	✓	✓		
	Procurement spend analysis and reporting	Essential	✓	✓		
	Drafting of formal reports to management	Desirable	✓	✓		
	Knowledge of Social Value, Modern Slavery, Data Protection, and Sustainability legislation and best practice	Desirable	✓	✓		
	Use of electronic sourcing, contract management, ERP systems and Business Intelligence/reporting tools	Desirable	✓	✓		
	Experience of working with multi-discipline teams	Desirable		✓		
	Knowledge of procurement and financial controls and governance	Desirable	✓	✓		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Skills and Abilities	Ability to plan and co-ordinate project activity and resources	Essential	✓	✓		
	Ability to work with and influence a broad range of internal and external stakeholders	Essential	✓	✓		
	Ability to translate and condense detailed technical information into clear and concise summary material	Essential	✓	✓		
	Excellent communication skills with the ability to communicate effectively verbally and in writing to and at all levels within the organisation	Essential		✓		
	Competent in the use of the Microsoft Outlook, Teams, Excel, Word, and PowerPoint	Essential	✓	✓	✓	
Motivation and Attitude	Self-motivated with the ability to work on own initiative and as part of a team	Essential	✓	✓		
	Well-organised with the ability to prioritise and complete tasks to demanding timescales	Essential	✓	✓		
	Committed to providing a high-quality service to internal stakeholders and go the extra mile to meet their needs	Essential	✓	✓		
	High ethical standards and integrity	Essential	✓	✓		
Our Values and Behaviours at DMU						
We are Collaborative – we work together to get things done	We support each other to achieve joint outcomes We understand how our work contributes to DMU We are aware of our personal impact on others	Essential		✓		
We are honest and **Compassionate**	We are open, honest and caring We work on a trust basis We hold ourselves accountable for our actions	Essential		✓		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
We are innovative and Creative	We constantly strive for better We challenge bureaucracy and explore digital solutions We are innovative and creative	Essential		✓		
We are a community – we value and champion difference	We embrace alternative views We treat others with respect We tackle inequalities	Essential		✓		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**