

Job Description

Job title: Category Manager– Digital and ICT

Faculty/Directorate: Finance and Procurement

Grade: G plus up to a £6,000 market supplement

Role profile: SMG1/Senior Officer

Full time (37 hours per week), Permanent

	Duties of the role
Overall purpose of the role	<p>To plan, develop and lead in the delivery of procurement of the university's bought-in Digital and ICT (Information and Communication Technology) products and services (including media and media services), maximising commercial leverage and managing commercial risks and to:</p> <ul style="list-style-type: none"> • manage procurement projects to ensure high-quality contracting outcomes are delivered with the objectives of minimising risk, maximising value for money and driving efficiencies. • make a significant contribution to enhancing the performance of procurement and contract management throughout the University; • be a category/supplier relationship/commercial contract manager for a core range of business-critical products, services and works contracts and "category lead role" for a range of lower spend/less critical products, services and works required/procured by the university; • facilitate a structured approach to procurement, with appropriate levels of internal stakeholder engagement in determining procurement strategies, objectives and benefits; • contribute to the development and implementation of procurement strategy and policies to support the achievement of the university's strategic aims, and focussed on the achievement of, and supporting stakeholders in achieving, demonstrable Value for Money and sustainable efficiencies.
Main duties and responsibilities	<ul style="list-style-type: none"> • Develop, maintain and implement procurement strategies for a core range of high spend/business critical works, products and services and contracts required/procured by the university and ensuring the delivery of benefits and targets identified in the strategy. • Administer competitive procurement processes in compliance with relevant applicable legislation and statutory obligations (primarily the Procurement Act 2023 and Public Contracts Regulations 2015) and the university's procurement policies, financial regulations and procedures. • With the support of Legal Services, ensure that detailed conditions of contract are negotiated ensuring that the university's interests are properly and appropriately protected and that exposure to commercial risks can be managed.

	Duties of the role
	<ul style="list-style-type: none"> • Maintain, source and analyse procurement management information and data to inform procurement strategies and to measure the success and impact of strategies against agreed targets. Report and publish outcomes on a regular basis to the AD Procurement and internal stakeholders. • Support the development of business cases, informing the 'make or buy' decision with robust market research, identifying opportunities for innovation, and undertaking options appraisals • Support faculties and directorates to manage contracts and suppliers in line with contractual agreements, KPIs/SLAs and relevant legislation including resolving any supplier performance issues/disputes that arise and to identify opportunities for innovation and improvement. Review and approve contract extensions and variations in line with the Procurement Policy. • Ensure that frameworks (etc.) facilitate the use of streamlined sourcing and purchasing transaction processes, such as catalogues and electronic order and invoice processing to the extent that is possible in order to make the sourcing and purchasing transaction process as efficient and cost effective as possible and promote these to reduce off-contract spend to a minimum • Represent the university on the Southern Universities Procurement Consortium (SUPC), and other collaborative groups as appropriate to deliver and support the procurement strategy and support collaborative procurement by and ensure that the university's interests are promoted, protected and properly reflected in decisions made • Research and develop knowledge of supply markets for high-spend/ business-critical products, services and works in order to inform the procurement strategies and the determination of benefits and targets to include in the strategy for the products, services and works concerned. • Provide advice, guidance and support to stakeholders and colleagues at all levels throughout the university on all aspects of procurement, with particular focus on the products, services and works captured within the scope of the role. • Work closely with internal and external stakeholders to build relationships, understand customer needs, maintain a rolling pipeline of future procurement requirements and develop sourcing strategies, exploiting opportunities for collaboration where appropriate. • Contribute to the development and implementation of the university's procurement strategy and policies that support the achievement of the university's strategic aims. • Provide leadership to internal stakeholders and colleagues in achieving best Value for Money in all of the university's procurement activities. • Provide leadership to, and manage and supervise staff involved in the provision of support (administrative and otherwise) to the Category Manager and the Procurement Team. Lead in the recruitment, development and performance management of relevant staff. • Represent/deputise for the AD Procurement when requested and as and when necessary.

	Duties of the role
	<ul style="list-style-type: none"> • Perform any other duties commensurate with the job grade as reasonably required from time to time. • Role model and act in accordance with the University's Leadership and Management Standards and Behaviours framework aligned to DMU values: <ul style="list-style-type: none"> ○ Collaborative - encourage my team to collaborate and share best practices, set clear and aspirational goals, create outcome-focused work plans, and recognise strengths and support development. ○ Compassionate - provide honest and constructive feedback, foster a safe and open work environment, deliver difficult decisions with credibility, and act with integrity and transparency. ○ Creative - create an environment that encourages questioning and idea sharing, minimises bureaucracy, facilitates open discussions about mistakes, and involves teams in continuous service improvement. ○ Community minded - encourage diverse perspectives, promptly address conflicts and inappropriate behaviours, and foster a culture of mutual respect. • Act in accordance with DMU Values: <ul style="list-style-type: none"> ○ 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.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications	Membership of the Chartered Institute of Purchasing and Supply (MCIPS) or relevant degree	Essential		X			X
	Project management qualification		Desirable	X			X
Experience	Significant experience of procurement within a large complex organisation and within the public sector in accordance with the UK Public Contracts Regulations 2015/ Procurement Act 2023	Essential		X	X		
	Sourcing major contracts, primarily through competitive processes including invitation to tender processes	Essential		X	X		
	Developing and maintaining procurement category strategies for ICT products and services	Essential		X	X		
	Managing a wide and diverse range of stakeholder relationships and influencing people at all levels in a large and complex organisation to achieve objectives	Essential			X		
	Effective management of contracts and supplier relationships and creating, implementing and maintaining service level agreements	Essential		X	X		
	Understanding and interpreting the commercial and legal aspects of contracts and negotiating complex contracts	Essential		X	X		
	Use of electronic sourcing, contract management, ERP systems and Business Intelligence/reporting tools	Essential		X	X		
	Providing quality procurement advice to stakeholders and the organisation and being a trusted advisor on all matters related to procurement	Essential		X	X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Writing and presenting formal reports to management	Essential		X	X		
	Experience of working with multi-discipline teams	Essential			X		
	Development and implementation of organisational procurement strategy, policy procedure, process and guidance		Desirable	X	X		
Knowledge	Detailed knowledge and understanding of UK procurement law	Essential		X	X	X	
	Excellent technical knowledge of the ICT procurement category	Essential		X	X	X	
	Excellent understanding of Value for Money principles and their practical application	Essential		X	X		
	Knowledge of Social Value, Modern Slavery, Data Protection, and Sustainability legislation and best practice	Essential		X	X		
	Good awareness and knowledge of commercial risk management and contract law	Essential		X	X		
	Knowledge of supplier relationship management and contract principles	Essential		X	X		
	Knowledge of procurement and financial controls and governance	Essential			X		
	Knowledge of public sector frameworks for ICT		Desirable	X	X		
	Knowledge of category management principles and practices		Desirable	X	X		
Skills and Abilities	Well-developed persuasion, negotiation and influencing skills	Essential			X		
	Ability to work with a broad range of internal and external stakeholders with a diverse range of demands and priorities	Essential			X		
	Excellent communication skills with the ability to communicate effectively verbally and in writing, with attention to detail, to and at all levels within the organisation	Essential			X	X	
	Excellent project management skills including the ability to successfully manage a number of projects simultaneously	Essential			X		
	Strong analytical (including spend analysis) and presentation skills	Essential		X	X	X	
	Ability to provide innovative solutions to complex problems	Essential			X		
	Competent in the use of the Microsoft Office suite of programs	Essential		X	X	X	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Motivation and Attitude	Self-motivated with the ability to work on own initiative and as part of a Team	Essential			X		
	Well-organised with the ability to prioritise and complete tasks to demanding timescales	Essential			X		
	Committed to providing a high quality of service to internal stakeholders and go the extra mile to meet their needs	Essential			X		
	High ethical standards and integrity	Essential			X		
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			X		
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			X		
We are innovative and Creative	We constantly strive for better We challenge bureaucracy and explore digital solutions We are innovative and creative	Essential			X		
We are a community – we value and champion difference	We embrace alternative views We treat others with respect We tackle inequalities	Essential			X		

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