

## JOB DESCRIPTION

**Job Title:** Estates Category Manager

**Accountable to:** Procurement Manager

**Contract Length:** Permanent

**Hours per week/FTE:** 35hrs (1.0FTE)

**Weeks per year:** 52

**Salary** £38,010 – £45,603

**Grade:** 5

**College/Service:** Central Finance

**Location:** 5th Floor Granary Building, Granary Square, Kings Cross London N1C 4AA

**Purpose of Role:** The focus of this role will be to act as University of the Arts London's procurement category specialist for the Estates spend category on behalf of the university, its entities and other organisations for which the university provides a procurement service. You will ensure that procurement support is aligned to the structure, objectives and culture of the function, becoming an enabler to the Estates stakeholder business plan, objectives and deliverables. The Estates category includes: capital projects, including two high profile projects, minor works, total facilities management, utilities, transport, furniture and technical equipment.

You will collaborate with key stakeholders proactively identifying areas where procurement can add measurable value, and lead solutions in support of strategic goals and improving organisational effectiveness and efficiency.

You will have good technical knowledge of Estates in a business environment and be able to provide specialist knowledge and expertise in the Estates category to ensure value for money is delivered and evidenced. You will assist Estates colleagues, and other colleagues as required, in all aspects of procurement including contract specifications, sourcing options, tendering and pricing strategies.

You will have extensive experience of managing the procurement of Estates services, renewals and extensions to ensure compliance with legal and internal obligations. You will also have strong communication and leadership skills to be build trust with key stakeholders during a cultural transformation period.

The post will support the wider objectives of the corporate procurement team of repositioning the procurement function as a strategic partner with stakeholders and promoting best practice throughout the university and its partner organisations.

This position will be responsible for approx. £38m (2015-16) in annual spend.

### Duties and Responsibilities

1. Jointly responsible for the implementation of the category strategy and policies which support the university's objectives with an emphasis on value for money, including, where appropriate, of the mandated use of framework agreements where value for money can be demonstrated.
2. To ensure business requirements are met and value for money is realised through the appropriate procurement route, including, where relevant OJEU procedures, through best practice processes.
3. To advise across the university and its partner organisations on the development of contract documentation, specifications, evaluation processes, quality assurance and performance methodology for tenders in the assigned category of spend.
4. To ensure the category strategies are aligned with stakeholders' business plans and operational requirements, whilst managing risk proactively.
5. Work collaboratively with the business area to fully understand their objectives, performance issues, challenges and opportunities in terms of business deliverables against business plan.
6. Agree a pipeline of procurement activities for a 24 month rolling timeframe taking into account the business plan deliverables and timescales based on market knowledge, business requirements and data analysis.
7. Ensure all expenditure for the business area is identified, routes to market are defined and maverick spend is measured and controlled.
8. Provide support and expert procurement guidance to stakeholders and functional buyers throughout the

procurement process.

9. Lead key internal stakeholders to ensure collaborative delivery of business benefits from business justification to supplier performance management activities.
10. Lead the supplier engagement and sourcing activities end-to-end from business justification, TCO, sourcing, tender analysis and negotiation and on-going supplier performance.
11. Implement best in class procurement disciplines and support the continuous development and improvement of these activities with the procurement team and wider organisation.
12. Professionally lead supplier negotiations and ensure value for money deals are obtained that ensure suppliers are dedicated to high quality services and committed to contribute to the university's strategic delivery plans.
13. To embed the use of e-procurement, the procurement intranet/ internet websites, emarketplace and other information and communication technologies in adherence with data protection policies to meet the requirements of the role and to promote organisational effectiveness.
14. Ensure that all university policies and procedures, Financial Regulations, legal and regulatory requirements are strictly followed and your conduct is of the highest integrity, honesty and transparency.
15. Keep up to date with existing and proposed legislation, procurement case law and regulatory requirements to ensure your effectiveness as a procurement advisor within the assigned category spend.
16. Work closely with the Procurement Manager and business area to define Category Plans & Procurement Plans to deliver value for money to the business.
17. Attend management team meetings as required and provide proactive procurement expert advice and guidance as needed.
18. Act as a champion for procurement value for money, efficiency and compliance across all activities of the assigned category spend.
19. Champion risk management in the business area, ensuring risk is understood and relevant mitigation is addressed in procurement processes to protect the business.
20. Identify, develop and successfully deliver commercially-focused, client responsive solutions, utilising a range of techniques including consultant methodology and project management techniques.
21. Deliver procurement initiatives to the business area, which contribute to achieving the strategic objectives and improve efficiency and effectiveness.
22. Ensure timely and effective delivery of procurement services to the assigned business functions, brokering the delivery of service on behalf of business leaders and collaborate with other business partners and specialists to ensure a consistent level of service delivery.
23. Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to the university's corporate objectives.
24. To assist in the development and continuous improvement in the category management procurement policies including the university's environmental, sustainable and diversity policies.
25. Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role and to support for any staff you may manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
26. Track forecast v. actual savings for the assigned category spend and be responsible for communicating performance against these measures and their potential budgetary impact.

27. Assist the Procurement Manager in accurately responding to internal and external FOI requests.
28. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University including, where necessary, based at another location.
29. Undertake health and safety duties and responsibilities appropriate to the role.
30. Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Central Finance
- Corporate Services
- Estates Finance Heads/ Managers
- Estates Budget Managers
- Legal Affairs
- University appointed legal advisers
- Suppliers
- Crown Commercial Services
- Public Procurement Consortia

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment):

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

## Person Specification

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> <li>• Thorough appreciation and working knowledge of EU Public Procurement Directives and the Public Contract Regulations 2015</li> <li>• Familiarity with Public Procurement Policy Notes and Guidance issued by Crown Commercial Services</li> <li>• Relevant professional qualification desirable: MCIPS/ NVQ level 4 (achieved or working towards)</li> <li>• Understanding of purchasing requirements in the HE sector</li> <li>• Knowledge of e-procurement/ Purchase to Pay systems</li> <li>• Understanding of project management principles and methodologies</li> <li>• A high degree of financial literacy</li> <li>• Comprehensive practical working knowledge of public sector tendering and contracting procedures, including Framework Agreements</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Extraction/Review/ analysis of supplier and category spend data</li> <li>• Development of high quality category strategies and plans</li> <li>• Undertaking supply chain review and catalogue management</li> <li>• Strategic insight, solid commercial acumen and understanding of commercial decision making processes</li> <li>• Comprehensive sourcing, category management and negotiation skills to realise value for money.</li> <li>• Writing and presentation of reports to a variety of audiences and stakeholders</li> <li>• Exposure to change management programmes</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</li> <li>• Ability to present compelling arguments to influence and negotiate satisfactory outcomes</li> <li>• Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post: MS Office Microsoft Exchange Intranet/Internet Agresso Business World Zanzibar e-Marketplace Delta Electronic Tendering Suite</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Takes responsibility for the assigned category, leads on procurement procedures and processes and provides specialist advice and support to stakeholders to deliver appropriate procurement solutions.</li> <li>• Excellent project &amp; contract management skills and experience of successfully delivering procurement projects.</li> </ul>

Research, Teaching and Learning	<ul style="list-style-type: none"> <li>• Ability to explore content and approach, designing and adapting style and method of delivery to suit learners' needs, taking into account feedback and learners' progress, to assist their learning and to deal with any misunderstandings.</li> <li>• Ability to provide guidance and support to groups of learners and individuals to aid their progress.</li> </ul>
Professional Practice	<ul style="list-style-type: none"> <li>• Advances own skills as a teacher, developer and learner.</li> <li>• Commits to own development through effective use of the University's appraisal scheme.</li> <li>• Uses internal and external resources and networks to keep up to date with developments and trends within assigned business area.</li> </ul>
Planning and managing resources	<ul style="list-style-type: none"> <li>• Plans, prioritises and manages resources effectively to achieve short, medium and long term objectives</li> <li>• Ability to clarify, plan and prioritise own work and that of others, to achieve objectives and the standards expected, including proactively working with others to achieve personal and category objectives.</li> <li>• Reviews progress to improve efficiency and to ensure that work of self and others is completed in line with category objectives and within budget.</li> <li>• Proven ability as a category leader assessing and ensuring appropriate resources and support are available to achieve their objectives.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Works collaboratively in cross functional teams and where appropriate across or with different professional groups.</li> <li>• Ability to lead and develop internal networks, actively seeking to build productive and enduring relationships to strengthen working relationships and foster collaboration, influencing events or decisions within assigned category.</li> </ul>
Student experience or customer service	<ul style="list-style-type: none"> <li>• Builds and maintains positive relationships with customers</li> <li>• Ability to adapt services and systems to meet customers' needs and identify ways of improving standards and actively promoting services.</li> <li>• Ability to meet Service Level Agreements by collating feedback and views from customers and keeping up to date with market trends and service developments within assigned category.</li> </ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> <li>• Suggests practical solutions to new or unique problems</li> <li>• Ability to consider wider impact of decisions, assessing possible outcomes and their likelihood, challenging decisions appropriately to ensure consideration and processes are robust.</li> <li>• Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits.</li> </ul>