

JOB DESCRIPTION

Job Title: Assistant Category Manager

Contract Length: Permanent

Salary: £34,943-£42,914 per annum

Grade: 4

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

Accountable to: Procurement Manager

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

Weeks per year: 52

College/Service: Central Finance

Purpose of Role: The focus of this role will be to act as University of the Arts London's assistant category manager reporting to the Head of Procurement providing assistance with Indirects/Estates/IT as well as leading on procurement projects on behalf of the university, its entities and other organisations for which the university provides a procurement service.

You will have demonstrable experience of procurement including assisting on the development of category strategy. You will have good experience of tendering, including access to frameworks and eTendering systems.

You will have excellent administration skills, as the role will include the maintenance of contract databases and contract trackers in conjunction with Estates/IT/Indirects Category Managers.

You will build strong working relationships with stakeholders; building on the ethos of developing a truly collaborative procurement service.

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.

Duties and Responsibilities

1. To assist the Head of Procurement and Category Managers with the development and implementation of category planning and strategy in support of the University's objectives for Indirects/Estates/IT.
2. To lead with the tendering, evaluation, placement and monitoring of designated corporate contracts, taking full responsibility for low value tenders and providing support on high value tenders.
3. To take responsibility for the eTendering function, administration of the Contracts database, management of the Projects tracker and providing reports based on these.
4. To lead on spend analysis, keeping the spend data up to date and providing routine and ad hoc reports, using Excel and PowerBI.
5. To produce regular monitoring reports, including analysis and advice, across all senior departments and Colleges.
6. Assist with supplier engagement and sourcing activities end-to-end, from business justification, sourcing, tender analysis and negotiations and on-going supplier performance.
7. To support the Procurement team with the management of the procurement inbox, answering queries from end users, providing solutions to the business.
8. To support the timely and effective delivery of procurement services to key stakeholders ensuring a consistent high standard.
9. To research existing consortium framework agreements to determine best options and ensure maintenance of an up-to-date summary of existing agreements on the University's intranet.
10. To assist with any control and check procedures attributed to the procurement function.
11. To actively promote Category Management within the University, including assisting in the training and development of the skills of Finance Officers and Buyers undertaking devolved purchasing.

12. To assist the Head of Procurement in accurately responding to internal and external request for information under the Freedom of Information Act.
13. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
14. To undertake health and safety duties and responsibilities appropriate to the role.
15. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
16. To undertake continuous personal and professional development, through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
17. To make full use of all information and communication technologies in adherence with data protection policies to meet the requirements of the role and to promote organisational effectiveness.
18. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
19. To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

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

- Central Finance
- Corporate Services
- College Finance Staffs
- Budget Managers/Alternates University-wide
- Suppliers
- Public Procurement Consortia

Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> • Understanding of procurement planning and strategy • Knowledge of competitive tendering, including OJEU procedures (desirable) • Knowledge of Framework Agreements and procedures to appoint suppliers through mini-competitions • Relevant professional qualification desirable: CIPS/ NVQ level 4 (achieved or willingness to attain) • Excellent Excel skills (mandatory) and PowerBI (desirable) • MS Project (desirable)
Relevant Experience	<ul style="list-style-type: none"> • Experience of conducting all phases of public competitive tendering exercises • Knowledge of PCR2015 and OJEU procurement procedures (desirable) • Supporting and providing briefings to key stakeholders • Extraction of supplier and category spend analysis, market intelligence and other category analytical tools. • Experience of using Delta electronic tendering software (or an equivalent software solution) • Experience of cross-team project working • Experience of IT or Estates categories (desirable)
Communication Skills	<ul style="list-style-type: none"> • Ability to provide oral, visual and written information clearly and concisely and able to understand and explain technical/ specialist terms commonly in use in own area of work. • Ability to ensure that accurate information is passed onto the most appropriate people in a timely fashion. • Is involved in internal or external networks to pursue a shared interest and contribute to building and strengthening working relationships, sharing information and ideas to help others develop their practice/area of work. • Ability to adapt services and systems to meet customers' needs and identify ways of improving standards and actively promoting the service. • To answer business process based queries and provide supply chain support. • To be able to act on their own initiative after receiving appropriate direction. • Excellent team working skills • Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post inc.: <ul style="list-style-type: none"> ○ MS Office 365/ Microsoft Exchange ○ Intranet/ Internet ○ Electronic Diary
Research, Teaching and Learning	

	<ul style="list-style-type: none"> • To be able to offer support, guidance and training to colleagues on best practice in procurement • Ability to explore content and approach to take account of feedback and learners' progress using a variety of methods and examples to assist understanding and learning.
Professional Practice	<ul style="list-style-type: none"> • Contributes to advancing professional practice/ research in own area of specialism developing internal and external networks relevant to field of work • Commits to own development through effective use of the University's appraisal scheme and staff development processes.
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises and organises work to achieve objectives on time • Ability to manage work streams and to maintain the momentum of progressing them to satisfactory conclusions. • Ability to clarify, plan and prioritise own work and that of the others/project team, to achieve objectives to the standards expected, including proactively working with others to achieve personal and team/service area objectives.
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	<ul style="list-style-type: none"> • Builds and maintains positive relationships with internal and external clients • Ability to meet Service Level Agreements by collating feedback and views from customers and keeping up to date with market trends and service developments.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Uses initiative and creativity to resolve problems • Ability to adapt services and systems to meet customers' needs and identify ways of improving standards and actively promoting the service.