



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Senior Category Manager – IT

Criteria	Essential	Desirable	Tested by (Application form, Interview)
High degree of competency in Microsoft Word, Excel, Powerpoint, Office 365 and Sharepoint	Y		Application form
Full competency and skill level in use and administration of In-Tend e-tendering portal, SIMAP/Achilles and Contracts Finder	Y		Interview
Professional qualification in MCIPS or equivalent experience	Y		Application form
Experience of working within or alongside the IT category in a procurement role	Y		Application form & Interview
Sufficient technical understanding to be able to consult with technical experts and work with strategic IT suppliers	Y		Interview
Experience of reviewing software license and subscription terms and conditions, and able to advise key stakeholders on the implications and risks	Y		Application form & Interview
Excellent awareness of College financial regulations and Public Contract Regulations and related guidance	Y		Interview
Experience of managing large and complex IT procurements including Managed Service	Y		Application form & Interview
Ability to present highly accurate information in a concise, clear manner	Y		Interview
Ability to apply contract and governance knowledge into timely, practical advice	Y		Interview
Ability to problem solve complex commercial and procedural matters	Y		Interview
Ability to deliver significant cost savings	Y		Application form & Interview
Leveraging volume and internal resources (people, knowledge, expertise)	Y		Application form & Interview
Excellent people engagement and stakeholder management skills	Y		Interview

Experience of negotiating IT contracts	Y		Application form & Interview
Track record in successful set up and operation of framework mini-competitions and OJEU/sub-OJEU tendering from end to end	Y		Application form & Interview
Experience of procuring IT consultancy and implementation services	Y		Application form & Interview
Extensive knowledge of category management		Y	Application form
Good understanding of contract law and applied commercial and compliance ability in dealing with terms and conditions and contract schedules		Y	Application form
Experience of Project Management		Y	Application form
Previous Procurement experience in Higher Education		Y	Application form