



JOB DESCRIPTION

Job Title:	Senior Category Manager – Estates & Commercial Services
Department / Unit:	Finance - Procurement
Grade:	RHUL 9
Accountable to:	Head of Procurement
Purpose of the Post	
<p>Responsible for the development and management of Estates and Commercial Services spend in both a strategic and operational nature. The Procurement lead for Estates and Commercial Services, develop and manage supplier relationships to ensure value for money is achieved and provide technical expertise in advising, guiding and executing procurement processes, including both EU and non EU tenders. Supporting the development of Procurement knowledge, capability within the organisation. Deputise for the Head of Procurement in his/her absence</p>	
Key Tasks	
<ul style="list-style-type: none"> • Implementation, and continuous improvement of, the College's new category management approach and supporting the Head of Procurement in meeting the College's key procurement needs • Identifying key Estates and Commercial Services category management priorities in respect of savings and continuous improvement • Ensuring procurement complies with College financial regulations and the Public Contracts Regulations • Briefing the Head of Procurement on any project risks or key issues arising from category management implementation and tender exercises • Delivering value for money and savings targets, and proactive forward planning for implementation and achievement of targets • Ability to independently scope, administer and conclude OJEU and framework competitions from end to end (and support other team members in achieving the same) • Develop RHUL wide supply contracts which are based around key performance indicators and service failure remedies. • Maintain key working relationships with suppliers and internal clients. • Promoting and ensuring best procurement practice across RHUL • Actively manage supplier controls and supplier vetting protocols • Managing procurement & contract documentation, tendering templates, record keeping and associated systems 	

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.