



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 – Estates and Commercial Services

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, Quantity Surveying or related construction field, or equivalent experience	Y		Application form
Experience of working within or alongside the estate, construction & FM category in a procurement role	Y		Application form & Interview
Sufficient technical understanding to be able to consult with technical experts and work with strategic Estate & FM suppliers	Y		Interview
Knowledge of completing and executing various forms of Building Contracts (NEC/JCT)	Y		Application form & Interview
Excellent awareness of College financial regulations and Public Contract Regulations and related guidance	Y		Interview
Ability to identify key contract issues and risks, and to escalate / cross-refer proportionately and pragmatically	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 Estate purchasing 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
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