JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Category Manager</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Finance - Procurement</td>
</tr>
<tr>
<td>Job type</td>
<td>Full-Time – Permanent – Professional Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL 8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Procurement</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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Purpose of the post

You will deliver a first class procurement service which supports both the Procurement strategy and the aims and objectives of Royal Holloway, University of London.

You will be responsible for leading the development of procurement plans and strategies for key areas of non-pay expenditure and maximising the value for money obtained in the acquisition of goods and services through sustainable, efficient and effective practices including the management of risks and compliance with the Public Procurement Regulations.

As well as being an excellent relationship manager, you will be providing professional and specialist procurement advice and innovative solutions on all aspects of Public Procurement Regulations and internal policies when managing procurement projects.

Key tasks

- To manage and develop procurement strategies for a number of procurement categories, undertaking category analysis and offering innovative solutions that will reduce cost, drive efficiencies and produce best value for the University.

- To lead the full range of procurement support for all non-pay expenditure including contract specification, tendering, evaluation and advice to School, Department and Professional Services staff, leading contract management, strategic projects, training and other support as required. This will include developing requirements, identifying the best procurement route, drafting tender documents, tender evaluation and contract award.

- Create and prepare all contractual documentations for signature, with effective implementation of new agreements across the university, supporting stakeholders with appropriate training as required.

- Work closely with Schools, Departments and Professional Services to promote good purchasing practice including the provision of advice, support and help in coordinating specific purchasing projects and to introduce efficiencies in the full purchase to pay process. Build relationships, understand customer needs and develop a future view of requirements with alternative sourcing strategies.

- Deliver procurement and contract management training to Schools and Departments where appropriate.
- Produce and maintain appropriate procedures and guidance to support business processes and to inform finance staff, internal and external customers.

- Managing procurement & contract documentation, tendering templates, record keeping and associated systems

- Represent the university at local, regional and national purchasing groups, including but not limited the promotion of collaborative purchasing.

- Actively manage supplier controls, supplier vetting protocols and approvals in the Finance system.

- Actively manage off-payroll controls and protocols in line with HMRC guidelines

### Other duties and expectations

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.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to:

- Represent the Procurement Team at a range of committee’s and project groups.
- Attend relevant user group workshops to network with other institutions.
- Legal Services
- Finance staff
- Academic and Administration staff
- Professional Service staff
- Suppliers