



JOB DESCRIPTION

Job Title:	Category Manager - Estates
Directorate / Unit:	Finance - Procurement
Job type:	Professional Services
Grade:	8
Accountable to:	Head of Procurement
Accountable for:	n/a
Purpose of the Post	
<p>The Estates Category Manager will be responsible for providing business partnering expertise for major Estates related procurement activity across the University, which includes managing the Procurement and contract delivery of major Estates Capital projects, minor works programmes and FM contracts including professional services related to premises. Positive, tried and tested working knowledge and experience of works JCT/NEC and application of the Public Contracts Regulations is essential.</p>	
Key Tasks	
<ul style="list-style-type: none"> - Manage various tendering procedures including framework competitions/awards in line with PCR2015, Procurement Act 2023 and University Governance procedures. - Ensuring value for money is achieved from all expenditure. - Ensuring compliance with the University's internal financial regulations and governance and compliance with relevant legislation Public Contracts Regulations (PCR2015) and Procurement Act 2023 - Building comprehensive and compliant tender packs for publication - Evaluation of Tenders/ award criteria and financial analysis. - Compilation and Publication of relevant contract and awards notices in line with the Public Contracts Regulations (PCR2015) and Procurement Act 2023 - Management of key stakeholder relationships and alignment with University strategies. - Providing commercial, risk and legislative expertise and advice to the Estates team and project stakeholders, coordinating with the University's legal team. - Identification of savings, efficiencies and reduction of risk through diligent Procurement procedures and robust contracts. 	
Other Duties	
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>	
Our Values	

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

PERSON SPECIFICATION

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

Job Title: Category Manager - Estates

Department: Procurement

	Essential	Desirable	Tested by Application Form/ Interview/Test
Knowledge, Education, Qualifications and Training			
CIPS qualification or relevant equivalent experience	x		A/I
Practical working knowledge of end-to-end public sector procurement and regulated tender and award procedures for Construction/Works/ and related professional services contracts (above and below threshold)	x		A/I
Application of the Public Contracts Regulations (PCR 2015) and up to date knowledge of Procurement Act 2023) relevant codes of practice and the implications of non-compliance.	x		A/I
Knowledge of relevant public sector and HE Consortia framework agreements	x		A/I
Skills and Abilities			
Ability to produce high quality, accurate and compliant Tender documentation and notices for publication.	x		A/I
Ability to draft accurate framework call-off contracts/order forms in preparation for Legal review	x		A/I
Ability to produce compliant evaluation methodologies and accurate numerical formulas for pricing schedules	x		A/I
Demonstrate excellent interpersonal and communication skills, including ability to listen, influence and persuade others at all levels within the organisation including external including negotiation with suppliers e.g. Contractual service issues and disputes.	x		I
Demonstrate a high level of business acumen/and Category knowledge and understanding of the organisation and wider sector. Applying appropriate and proportionate procedures based on spend, complexity and risk.	x		
Experience			

Proven experience of public sector procurement and regulated tender and award procedures for Construction/Works contracts (above and below threshold)	x		A/I
Experience of JCT/NEC form of contracts	x		A/I
Experience of producing accurate and timely contract award reports for governance approval	x		A/I
Experience of using relevant public sector and HE Consortia framework agreements	x		I
Experience of extracting and analysing spend data to identify improvement opportunities, efficiencies, spend leverage/aggregation situations to inform category planning, strategy, savings and innovation.	x		A/I
Experience of working in a large HE or similar size organisation		x	A/I
Experience in the use of eCommerce Systems such as tendering portals and P2P systems (specifically UBW)		x	A/I