

## Job Description

<b>Position/Job Title:</b>	<b>Procurement Category Manager – Estates &amp; Travel</b>
<b>Ref:</b>	<b>0005053061</b>
<b>Location/Building:</b>	<b>Studland House, Lansdowne Campus</b>
<b>Faculty/Professional Service:</b>	<b>Finance &amp; Performance</b>
<b>Group/Section:</b>	<b>Procurement</b>
<b>Normal hours per week:</b>	<b>1 FTE (37 hours per week)</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met)</b>
<b>Grade:</b>	<b>8</b>
<b>Accountable to:</b>	<b>Head of Procurement &amp; Contract Management</b>

### Context

The leadership & management of Estates category-based procurement at the University is a strategic role, imperative to both fully comply with Public Procurement Regulations and to achieve value for money across all non-pay expenditure. The University spends up to £60 Million on external goods, services and works annually. It is fundamental to the financial health of the University that prices paid for these goods, services and works contracts represent best value for the University and the public finances. The achievement of efficiencies both cashable and non-cashable directly contribute to the reinvestment that the University requires to continue to its Professional Services, Academic vision, its Estates Development programme and its strategically important digital IT vision.

### Job Purpose

Professional and skilful public procurement expertise, full category management of complex tenders, Framework Agreements and Contracts in support of the University's investment strategies. Creating, developing, and leading procurement strategies, tender procedures and supplier management routines to ensure value for money, mitigation of risk and effective use of resources in accordance with the University's Sustainable Procurement Policy across a range of goods, services and works projects. Provision of expert advice in relation to the Public Procurement Regulations 2015, the Public Procurement Act 2023 and associate Regulations, to senior stakeholders including, Deans, Directors of Professional Services, Directors of Operations, Faculty and Professional Services Operations Managers and a range of other expert users.

### Main Responsibilities

1. To create, develop, lead, and implement effective and innovative sustainable procurement strategies to support the operations of the University's activities across the full range of works, goods and services.
2. To provide professional procurement support to the various Directors, Deans and other Stakeholders on a wide range of medium and high value, complex procurement projects to meet stringent deadlines and value outcomes, manage the tendering risk and supplier award processes to ensure supplier challenges are avoided.
3. To create strategies to ensure a robust management approach to public tenders, contracts and frameworks awarded.
4. Creating, developing and managing bespoke category management tactics to optimise/achieve exceptional value and service out-comes.
5. To deliver against defined savings targets, including both cashable and non-cashable savings, and be accountable for achieving these objectives.
6. Develop a comprehensive measurement model to monitor supplier performance, risk management and value delivery.

7. To identify and develop relationships with senior stakeholders including Deans, Directors of Professional Services and expert users to achieve engagement with and contribution to effective procurement strategies, tendering processes and value management.
8. Contribute to policies to build an effective procurement team which develops, inspires and motivates key stakeholders and other team members.
9. To identify, build and develop strong external networks with other HEIs, consortia and local procurement partners as appropriate.
10. To be responsible for the planning and management of procurement exercises in accordance with relevant legislation and Bournemouth University Financial Regulations from specification through to contract closure.
11. To lead and manage cross-functional project teams in the detailed analytical evaluations of tender responses in collaboration with lead expert users to ensure that fully robust and auditable contract award and contract decline procedures can be implemented where the risk of damaging challenges are avoided.
12. Working in conjunction with, the University's external advisors and the internal Legal Services team to advise the Head of Procurement and relevant Project Boards on appropriate forms of contract for major procurements and to manage the tendering procedures.
13. To be responsible for ensuring the appropriate execution of contracts liaising closely with the Legal Services team and the University's external advisors.
14. To identify the current Category profile and ensure that all contracts are fully documented and store appropriately.
15. To build and demonstrate a thorough market knowledge across a spectrum of commodities and services, alerting the key internal customers including Deans & Directors of Professional Services, to emerging developments and trends which could impact procurement strategies.
16. To provide management information, including comprehensive value for money efficiencies to the University, and other bodies as requested.
17. To benchmark performance across the portfolio of procurements and across other similar organisations including Higher Education and other Public Organisations as appropriate.
18. To undertake specific projects as requested by the Head of Procurement.
19. To undertake continuing professional development to ensure expert skills and knowledge are fully up to date and to keep abreast of and contribute to procurement developments both internally and across the sector.
20. The postholder must operate at all times in accordance with legislative and regulatory requirements.

### **Special requirements**

All professional staff within Procurement must adhere to the CIPS Code of Ethics.

1. All professional staff within Procurement will be required to contribute to and implement the principles of sustainable procurement.
2. Identify and complete appropriate professional CPD to ensure that specialist skills are fully up to date and relevant.
3. This post will involve occasional travel to attend supplier, regional consortia and other procurement working group meetings.

### **Information Governance Responsibilities**

#### **Data User**

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

### **Additional Information**

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**August 2025**

Position / Job Title: Procurement Category Manager		Position No: 0005053061
Faculty / Service: Finance and Performance		Date: August 2025
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Degree in a relevant subject or equivalent		D
Full Membership of CIPS		E
Experience of leading an Estates category or a portfolio which includes soft & Hard Facilities Management, Construction and Travel procurement		E
Good technical procurement background across a wide range of goods, works & services		D
A record of successful delivery of complex procurement projects		E
Significant experience as a fully qualified professional procurement practitioner		E
Good working knowledge of Contract Law and Procurement related legislation		E
Knowledge and use of Public Contract Regulations 2015 and Procurement Act 2023 including all associated Regulations		E
Track record in the delivery of value for money/savings in this category		E
Evidence of successful management and change of complex processes		E
Experience of leading and advising expert internal groups during complex procurement procedures		E
Experience of strategic planning in the HE sector or equivalent		E
Good understanding of the Higher Education context		D
Knowledge and experience of management techniques for achieving process and quality improvements.		D
Experience of working in a large organisation with complex system/process requirements		E
Skills		
Highly developed leadership skills to manage & support complex cross functional teams through often difficult public procurement projects		E
Highly developed interpersonal, negotiation and influencing skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations		E
Competent in the construction and negotiation of contractual terms and conditions		E
Excellent negotiation and communication skills		E
Strong analytical skills; ability to evaluate complex issues often with incomplete information and to devise effective, workable solutions		E
Reporting skills		E
Project/change management experience and skills		E
Excellent verbal and written communication skills		E
Attributes		
Highly attuned commercial awareness		E
Excellent personal organisation		E
Able to lead and manage groups of senior stakeholders and motivate those groups to manage & deliver complex procurement procedures		E
Ability and skill to provide very specialist professional advice to a range of stakeholders including senior faculty & department Directors & Heads		E
Customer focussed awareness		E
Demonstrable customer service orientated approach		E
Demonstrable ability to handle a range of complex project activities to tight and varied timescales		E
Motivated to achieve the requirements and demands of the role		E
Effective team player		E
Possess a high degree of IT skills		E
Seeking continuous improvement in Procurement		E