

Job Description

Position/Job Title:	Procurement Category Manager – IT and Digital
Ref:	755
Location/Building:	Studland House, Lansdowne Campus
Faculty/Professional Service:	Finance & Performance
Group/Section:	Procurement and Contract Management
Normal hours per week:	1 FTE (37 hours per week) (Some flexibility will be required in order to ensure that key time scales and deadlines are met)
Grade:	8
Accountable to:	Head of Procurement & Contract Management

Context

The leadership & management of IT and Digital 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 £40 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. Effective procurement is fundamental to the University's financial sustainability and its ability to reinvest in academic excellence, student experience, estates, innovation and digital transformation.

This role is central to enabling the ambitions of our new strategy *BU2035 – To Learn is to Change*, ensuring procurement supports a connected, future-ready and financially sustainable university through strategic investment in digital capability, systems, infrastructure, partnerships and innovation.

Job Purpose

To provide expert public procurement leadership, category management and strategic business partnering across the University's IT and Digital spend portfolio.

The postholder will lead complex tenders, framework agreements and contracts covering areas such as:

- Software and SaaS solutions
- Cloud services
- Hardware and devices
- Cyber security
- Networks and telecoms
- Data and analytics platforms
- Managed services
- Digital consultancy and transformation programmes
- Audio visual and learning technologies

The role will work closely with senior stakeholders to shape demand, challenge requirements, identify commercial opportunities, manage supplier risk and deliver sustainable value for money.

The postholder will provide expert advice on the Public Contracts Regulations 2015, the Procurement Act 2023, associated regulations and best practice.

Main Responsibilities

Strategic Procurement & Category Leadership

1. Develop, lead and implement innovative procurement strategies across the IT and Digital category that support University priorities and operational delivery.

2. Ensure category plans align to the BU2035 strategy, contributing to digital transformation, excellent student outcomes, innovation, sustainability and financial resilience.
3. Lead medium and high-value complex procurement exercises from business case and specification through to award, implementation and contract management.
4. Develop category management approaches that maximise value, resilience, service quality, innovation and continuous improvement.
5. Ensure robust procurement processes are followed to minimise risk, maintain transparency and avoid supplier challenge.
6. Maintain forward-looking pipelines, category plans and contract registers to support effective planning and governance.

Procurement Business Partnering

7. Act as the dedicated procurement business partner for IT Services, Digital teams and wider senior stakeholders including Directors, Deans and Heads of Service.
8. Build trusted relationships to understand strategic priorities, technology roadmaps, transformation programmes and future demand.
9. Provide commercially focused advice to support informed decision-making, early engagement and effective procurement outcomes.
10. Constructively challenge demand, specifications and legacy approaches to identify opportunities for standardisation, innovation and better value.
11. Support business planning through market insight, sourcing options, benchmarking and procurement delivery roadmaps.
12. Represent procurement on digital transformation boards, project groups and governance forums where commercial input is required.

Supplier & Contract Value Management

13. Develop supplier relationship management approaches proportionate to risk, criticality and value.
14. Implement performance frameworks to monitor supplier delivery, service levels, cyber risk, resilience, sustainability and innovation.
15. Identify opportunities for added value including automation, improved user experience, service enhancement and collaborative partnerships.
16. Benchmark category performance internally and externally across Higher Education and wider public sector organisations.

Savings, Performance & Governance

17. Deliver agreed savings and value targets including cashable and non-cashable benefits.
18. Produce management information including savings reports, pipeline updates, risk registers and value-for-money metrics.
19. Ensure all procurement activity complies with relevant legislation, University Financial Regulations and governance requirements.
20. Work closely with Legal Services, IT stakeholders and external advisers on contractual terms, licensing models, data protection, cyber provisions and risk management.

Leadership, Culture & Continuous Improvement

21. Contribute to the development of a high-performing procurement function that is collaborative, customer-focused and continuously improving.
22. Support stakeholders to improve commercial awareness, contract ownership and procurement planning across the University.

23. Build strong external networks with consortia, framework providers, sector bodies, universities and technology partners.
24. Undertake continuing professional development and remain current on procurement legislation, digital market trends and emerging technologies.
25. Operate at all times in accordance with professional, ethical and regulatory standards.

Special requirements

1. All professional staff within Procurement must adhere to the CIPS Code of Ethics.
2. All professional staff within Procurement will be required to contribute to and implement the principles of sustainable procurement.
3. Identify and complete appropriate professional CPD to ensure that specialist skills are fully up to date and relevant.

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.

April 2026

Person Specification

Position / Job Title: Procurement Category Manager – IT and Digital	
Position No:	
Faculty / Service: Finance and Performance	Date: April 2026
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Degree in a relevant subject or equivalent	D
Full Membership of CIPS	E
Significant procurement experience in IT / Digital categories	E
Experience of acting as a strategic procurement business partner with senior stakeholders	E
Track record of developing and implementing category strategies	E
Experience of complex IT procurements including software, services or infrastructure	E
Strong technical procurement knowledge across goods, works and services	E
Successful delivery of complex end-to-end procurement projects	E
Strong knowledge of contract law	E
Knowledge of Public Contracts Regulations 2015 and Procurement Act 2023	E
Evidence of delivering savings / value for money outcomes	E
Experience of supplier and contract performance management	E
Experience of change management and process improvement	E
Experience of working in a large, complex organisation	E
Higher Education or public sector experience	D
Understanding of the Higher Education landscape and challenges	E
Understanding of digital transformation and technology markets	E
Skills	
Highly developed stakeholder management and business partnering skills	E
Leadership skills to manage complex cross-functional teams	E
Excellent interpersonal, negotiation and influencing skills	E
Strong commercial acumen and decision-making ability	E
Ability to challenge constructively and influence senior stakeholders	E
Contract drafting / negotiation capability	E
Strong analytical and problem-solving skills	E
Excellent project and change management skills	E
Excellent written and verbal communication skills	E
Reporting and presentation skills	E
Strong IT and systems capability	E
Attributes	
Highly commercial and strategically aware	E
Customer focused and solutions orientated	E
Collaborative and relationship driven	E
Able to work at pace across multiple priorities	E
Strong personal organisation	E
Resilient and adaptable	E
Motivated to deliver results	E
Continuous improvement mindset	E
Effective team player	E
Values-led and ethical approach	E