



Category Manager

Candidate Information Pack

Prepared by Castlefield Recruitment

About Us

NEUPC is a not-for-profit purchasing consortium with 23 university members and is one of six UK Higher Education Purchasing Consortia (UKUPC) established to deliver and manage a wide range of collaborative framework agreements designed to maximise non-pay expenditure within the university sector. Additionally, NEUPC also provide member shared procurement resources on a not-for-profit basis and through its study centre, teach professional procurement and apprentice qualifications - Chartered Institute of Purchasing and Supply

The Consortium is responsible for the development and management of UK compliant supply arrangements on behalf of the Membership and for generating increasing year-on-year savings. We are a member of UKUPC – a body dedicated to improving both the quality of procurement and the level of collaborative procurement across the HE sector.

Utilising a partnering approach NEUPC provides collaborative procurement expertise, guidance and agreements that are aligned to, and actively support members' needs, values and objectives.

NEUPC enhances its offering to member institutions by providing Account Management Services – utilising dedicated professional procurement resource to assist members in maximising their uptake of appropriate collaborative framework agreements.

We are a genuine client focused buying group, with the aim of delivering maximum value from the purchase of goods and services. With institution income reducing and costs rising, NEUPC have an ever increasingly important role to play. Indeed the past few years have seen the most dramatic of changes both in the wider public funded sector and in higher education in particular. The mounting pressure on institutions means that NEUPC will continue to increase its service offering.

About the Role

The Category Manager role is essential to delivering a programme of frameworks for our institutional clients, Category responsibility will vary across a busy range of specialisms. Therefore, you will need to be flexible, adaptable and willing to step into new category areas supported by expertise across our sector. You will also contract manage a portfolio of contracts and use your own knowledge and experience in leading the way.

We are seeking experienced professionals to lead and develop category strategies and help to deliver agreements for our membership, maintaining stakeholder engagement whilst being able to facilitate new ideas and innovation. You will bring with you previous experience of procurement projects and have an excellent track record of delivering agreements on time.

Ideally, this position requires good knowledge of Public Procurement Regulations, however, we would also be interested in candidates with good commercial contracting experience with a willingness to become conversant with the regulations.

Job Description

Role Purpose

The Category Manager will report directly to the Head of Operational Procurement. The purpose of the role is to manage several category areas whilst proactively leading on collaborative tendering and contract management opportunities for a wide variety of stakeholders. Although the post holder will manage a mixed portfolio of categories, they will need to be flexible and help with the tender delivery programme in other category areas when resource is needed. The post holder will demonstrate the highest levels of professionalism and ethical behaviour.

The primary focus of the role is to lead, implement and manage a mixed range of contracting projects on behalf of NEUPC stakeholders whilst helping to maximise member benefits.

Principle Responsibilities

This role will work closely with Category Groups and have responsibility for establishing, coordinating, and managing more effective collaborative procurement arrangements on behalf of NEUPC members. Utilising cost reduction, cost avoidance and demand aggregation opportunities, coupled with enhanced management information, market intelligence, strategic sourcing and improved supplier management techniques.



Job Description cont.

Knowledge and Skills

- Ideally of Graduate calibre, with the highest ethical standards
- Membership of the Chartered Institute of Purchasing and Supply is preferred
- Be professional, credible with excellent general management skills and have the essential competencies of clarity of purpose, self-confident integrity and strong influencing power
- Have expert knowledge or willing to obtain PCR legislation as it relates to the Higher Education sector
- Be fully conversant with all legal aspects of general purchasing
- Have proven skills in strategic sourcing and category management to develop and implement strategies and contracting plans
- Experienced and proven success, working with a variety of stakeholders to achieve targets and timelines around contract delivery
- Have highly tuned skills in commercial aspects of contracting Skilled in contract drafting and negotiation
- Ability to proactively manage contracts, monitor performance and manage risks

Experience

- Proven skills in strategic sourcing and category management to develop and implement strategies and contracting plans.
- Experienced and proven success, working with a variety of stakeholders to achieve targets and timelines around contract delivery.
- Have highly tuned skills in commercial aspects of contracting.
- Skilled in preparing tender documents and contracts.
- Ability to proactively manage contracts, monitor performance and manage risks.
- Excellent communications skills and have the essential competencies of clarity of purpose, self-confident integrity, and strong influencing power to engage and influence with a wide range of internal and external stakeholders and peers
- Several years purchasing experience

Qualification and Attainments

- Membership of the Chartered Institute of Purchasing and Supply - preferred
- Degree - desirable

Benefits Package

As an employee in the organisation, you will benefit from:

- Salary range: £45k to £55k depending on experience
- Private health insurance
- Defined contribution pension
- Life insurance
- 38 days inclusive of the usual Bank Holidays and 5 Customary holidays (as determined by the Company)
- Hybrid working
- Full study support towards MCIPS



Contact Us

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