Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15644</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Category Manager – Estates &amp; Facilities</td>
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<tr>
<td>Reports to:</td>
<td>Procurement Manager</td>
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<tr>
<td>Salary:</td>
<td>£40,792 to £48,677</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade</td>
<td>8</td>
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<tr>
<td>Duration of post:</td>
<td>Temporary contract for 12 months</td>
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<tr>
<td>Location:</td>
<td>Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>12:00 noon on 31 January 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Full application form and a covering letter setting out how you meet the person specification.</td>
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<tr>
<td>Number of referees required:</td>
<td>Two – including most recent employer</td>
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<tr>
<td>Unit recruitment contact:</td>
<td>Charlotte Boughton</td>
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</table>
2. Summary of duties

Main Purpose of the Post
The post holder will provide expert professional procurement advice to the Director of Estates and the Estates senior management team. They will develop and deliver a robust category strategy across all areas of Estates spend (c£11m). Stakeholder engagement, tendering, commercial negotiation and supplier management are key elements of the role whilst at all times ensuring that value for money is achieved in line with relevant policies and regulations.

As a Category Manager you will use your communication and influencing skills to work with stakeholders at all levels of the University, to build trust, understand business requirements, challenge the norm and deliver value through robust procurement processes. You must be comfortable and confident to identify and scope business opportunities, motivate and develop project teams and run procurement projects at pace and delivered on time.

Description of Duties of the Post

- Using all management information available and a deep knowledge of the category, initiate, develop and deliver an Estates category strategy and related sub-category plans. Working closely at all times with key stakeholders within Estates and across the University as required.

- To be responsible for the planning, coordination and delivery of tendering activity, managing the input of key stakeholders as required, ensuring legal compliance and managing risks

- Working collaboratively with key stakeholders, review and enhance performance management processes for critical suppliers, establishing objectives to measure performance and encourage improvement

- Investigate and deliver new process improvement possibilities through the category management process

- Contribute to effective information sharing through meetings, visits, conferences and committees, and preparation of reports and presentations; to follow through and lead on discussions and decisions to keep internal and external stakeholders positively engaged in energy and environmental management issues

- Proactively build and maintain networks and working relationships with stakeholders across the University at multiple levels through the use of appropriate verbal and written communications (e.g. meetings, phone, email, reports).

- Undertake specific tasks and projects at the request of the Procurement Manager and Deputy Procurement Manager
### 3. Person specification

#### Requirements (E = Essential/ D = Desirable)

##### Education, qualifications and training

CIPS qualified, be studying towards the Diploma in Purchasing and Supply or equivalent/relevant job related experience.

Educated to degree level or equivalent

##### Knowledge, work and other relevant experience

**Essential:**
- Strong category management experience specifically in the area of estates and facilities management ideally gained in the public sector with a large complex multi-site organisation
- Experience of working with JCT and NEC contracts
- Experience of successfully delivering complex procurement projects
- Experience of preparing and drafting tender documentation under official EU procurement procedures.
- Experience or knowledge of public sector procurement and EU procurement Regulations.
- Experience of managing strategic supplier relationships
- Experience of managing and changing complex processes

**Desirable:**
- Good understanding of the HE sector
- Experience of using online tendering and purchasing systems

##### Personal abilities and qualities

**Essential:**
- Highly developed influencing and negotiation skills
- Excellent communication and interpersonal skills
- Excellent analytical and reporting skills
- Strong commercial awareness
4. Role specific requirements e.g. Shift working

n/a

5. About the unit/department

The Finance Division provides accounting, procurement and commercial legal services to the University, helping to make best use of resources and fulfilling statutory responsibilities.

The Division has an open and supportive ethos.

The Finance Division is responsible for the overall running of the finances of The Open University under policies approved by Council on the recommendation of the University's Finance Committee. It operates under the Financial Regulations with which all units, staff and subsidiaries must comply.

The Division is headed by the Finance Director, and organised into three sections:

- Directorate
- Accounting Services
- Treasury Services

The Open University has a global budget of £400m.

ABOUT THE ACCOUNTING SERVICES TEAM

The section is responsible for providing accounting information and support to the University and its budget holders, for preparing the annual financial statements and for providing commercial legal services.

♦ Accountants and lawyers support a highly devolved budget holder structure
♦ Accountants have high profile contact outside the Division
♦ Accountants are involved in internal meetings of the units they support
♦ Accountants support institutional financial modelling, unit financial planning, budget setting, monitoring and reporting
♦ Accountants provide advice on VAT and other taxation matters in conjunction with the Taxation Manager
♦ Accountants manage the financial relationships with subsidiary companies
♦ Accountants and lawyers draft, review and negotiate contracts for services provided by the University

The Accounting Services Team is a dynamic, well motivated group who operate in a team-working environment combining professionalism with informality. Individual accountants enjoy considerable autonomy in doing their jobs, with significant personal responsibility and authority.

ABOUT THE TREASURY SERVICES TEAM

The University processes a large volume of financial transactions and the Treasury team seeks to achieve this accurately in a timely and cost-efficient manner. The team seeks to maximise working capital and invest available financial resources with financial institutions in a way that protects capital and generates a reasonable return. The Procurement Department procures goods and services in the most cost effective manner and where necessary in accordance with current EU Procurement Directives. The payroll department processes the University’s payroll for all full time staff, Associate Lecturers, most worldwide staff and subsidiary company staff. This department also administers travel and subsistence claims.
The pensions team sit alongside the payroll team. Treasury Services also ensures compliance with VAT regulation and completes and submits VAT returns, and manages the University insurance.

The section also incorporates the OUSBA team who have direct contact with our Students relating to their loan arrangements.

The team comprises a range of committed staff providing an invaluable service to other staff and Units within the University and we take pride in providing a high quality service.

As an employer, the University offers a wide range of sporting and cultural facilities and activities, and both the University and the Division have active social programmes. The University also offers its employees the opportunity to study its courses free of charge (subject to certain conditions).

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Stephen Hanlon, Procurement Manager (s.a.hanlon@open.ac.uk)

If you have any questions regarding the application process please contact Charlotte Boughton on 01908 653853 or email: Finance-Recruitment@open.ac.uk

7. The application process and where to send completed applications

| Please ensure that your application reaches the University by: | 12:00 noon on 31 January 2019 |
| Post it to: | Finance Division |
| Name/Job title: | Charlotte Boughton |
| Department/Unit: | Finance Division |
| Address: | PO Box 77, Walton Hall, Milton Keynes |
| Post Code: | MK7 6BT |
| Or e-mail your application to: | Finance-Recruitment@open.ac.uk |

8. Selection process and date of interview

<p>| The interview panel will be chaired by: | Stephen Hanlon, Procurement Manager |
| The other members of the interview panel will be: | To be advised. |</p>
<table>
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<tr>
<th>The interviews will take place on:</th>
<th>To be confirmed – early February 2019</th>
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<tr>
<td>The selection process for this post will include</td>
<td>A scenario based exercise.</td>
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We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.