**Position Title** Category Manager

**Classification** Level 9

**School/Division** Finance

**Centre/Section** Procurement

**Supervisor Title** Head of Procurement

**Supervisor Position Number** 315285

**Position Number** 315973, 315974, 322595, 322596

## Your work area

The role of Finance is to support the appropriate stewardship of the University’s finance through the provision of strategic financial advice, establishment of a financial management framework, financial management tools, procurement, management of the University’s Investment and Endowment portfolio, as well as financial oversight and accountability for finance and human resources administrative and transactional operations.

Finance undertakes this role through three core pillars: Financial Compliance, Financial Performance and Procurement.

In undertaking this role, Finance provides support across the University, from advising the Vice-Chancellery, Executive and Senior leadership team on strategy and performance to supporting staff and students in their purchases and travel arrangements.

## Reporting structure

Reports to: Head of Procurement

Direct reports: Sourcing and Contracts Specialists

## Your role

As the appointee you will, under broad direction, lead the optimisation of value from categories under management, including the development and delivery of category management plans, market analysis, spend analysis, execution of sourcing strategies, strategic contract management and relationship management. You will be responsible for category performance including benefits tracking and reporting.

You will also be responsible for developing and promoting the efficiency of the Procurement service, in addition to working collaboratively with internal stakeholders by recommending optimal sourcing solutions, providing guidance and high-quality advice and support. You will ensure all organisational requirements are fulfilled (including quantifiable savings and efficiencies) and value is achieved in relation to expenditure.

## Your key responsibilities

Lead the development and management of category plans that maximise value, achieve a resilient supply chain, desired budget, cost reduction and sustainability outcomes.

Apply an extensive and in-depth knowledge and understanding of the business with regards to spend, market, performance, risk, suppliers, and identify emerging trends impacting on the University’s strategies.

Lead all strategic sourcing activities across the nominated categories.

Develop negotiation strategies and lead negotiations to secure contract terms that achieve risk mitigation, value and sustainable outcomes.

Provide high level advice on compliance, and track, monitor and report savings and value-adds against plans to optimise strategies.

Oversee contract management across the spend portfolio, and contract manage strategic University wide arrangements ensuring value is maximised, and supplier relationships and performance is optimised.

Develop and deliver comprehensive advisory and training materials, ensuring adherence to probity and best practice.

Establish and build strong relationships with key stakeholders to support the University by providing consultative advice, including on commercial risks and related mitigations.

Manage and lead the operations of the team, providing support, guidance and capability building to team members.

Develop and influence policy, strategies and tools for the management and delivery of the function.

Other duties as required.

## Your specific work capabilities (selection criteria)

Relevant post graduate qualification, MCIPS accreditation or demonstrated equivalent competency.

Extensive experience and knowledge of category management, strategic sourcing, value optimisation, contract management activities across diverse commodities, and the ability to strategically assess category opportunities and risks.

Extensive management experience with demonstrated ability to lead and manage teams, projects and resources.

Extensive commercial acumen with the proven ability to negotiate commercial contracts resulting in optimized value and risk positions.

Excellent written, verbal, and interpersonal communication skills with the ability to consult, negotiate, collaborate and provide advice to a diverse range of stakeholders.

Excellent presentation skills with the ability to provide procurement training to a broad range of stakeholders.

Excellent organisational skills with the demonstrated ability to set priorities and to meet deadlines and superior attention to detail.

Highly developed analytical skills with the ability to identify issues and develop solutions to complex business issues.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Commitment to providing excellent customer service.

## Special requirements (selection criteria)

Current National Police Clearance Certificate.

## Compliance

Ensure you are aware of and comply with legislation and University policies.

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