Date:	October 2026

JOB DESCRIPTION & PERSON SPECIFICATION

Post title:	**Category Manager**	**Post number**	**FIN-B37**
Faculty/Service:	**Finance and Planning**	**DBS check required:**	**N**
Employee Category:	**Professional Services**	**Grade:**	**7**
Post responsible to:	**Procurement Manager**		
Post/s responsible for:	**None**		

Job purpose

The Procurement Category Manager will lead strategic procurement across a number of varied commodity areas including Estates, Professional Services and IT. The role holder will be joining the University at an exciting time as we look to develop procurement from a reactive function to a strategic, value adding service.

Procurement at the University of Winchester is decentralised meaning that Faculties and Professional Services are responsible for managing their own procurement activity. Guidance and support is provided by the Procurement Manager and often entails the full management of tendering and contract management. As the University grows, so has the need for a more formal approach to procurement.

The University is keen to move to a more centralised procurement environment which is more effective in managing expenditure and meeting obligations around financial regulations and the Procurement Act 2023. This has given rise for the requirement of a Category Manager role to support the Procurement Manager.

The Category Manager will deliver high-quality, strategic procurement across a diverse and complex organisation. The role will shape and deliver category strategies that support University wide objectives in key high spend areas.

You will be part of a team lead by the Procurement Manager developing and delivering agreed University-wide category and commodity strategies which align with the University's Procurement strategies, objectives and aspirations.

In this influential role, you will shape and deliver category road maps that support University wide objectives, ensuring the university leverages it's spend to secure outstanding value and long-term, sustainable benefits.

Main duties and responsibilities

Tendering in Line with Regulations

- Responsible for the coordination and delivery of multiple procurement activities, including the drafting of tender documentation, contracts, moderation reports and standstill letters.
- Ensure full compliance with Procurement Act 2023 and relevant University regulations.
- Manage the publication of all relevant notices on Find a Tender/Central Digital Platform
- Prepare, release, evaluate and award competitive tenders in compliance with relevant legislation and University Procurement Policy.

Ensure Governance, Contracts, and Capability Development

- Maintain strong procurement governance and ethical standards, improve contract visibility and lifecycle management, and support capability development across business functions through guidance and best practice.

Strategic Category Management

- Develop and maintain category strategy/plans for procurement activity, identifying potential routes to market, and opportunities for savings and efficiencies.
- Utilise spend analysis to inform and identify opportunities for supplier rationalisation and contract opportunity.
- Consider University strategic priorities, operational needs and financial objectives.
- Analyse supply market players, supply market conditions and relevant cost drivers.

Provide Commercial Guidance and Stakeholder Influence

- Provide expert advice to Key Stakeholders, including Deans and Directors, ensuring alignment with investment strategies and sustainability policies.
- Provide departments and stakeholders with clear procurement market options.
- Lead the review, development, and mobilisation of framework agreements and commercial models to support various departments across the University, ensuring they are commercially robust, flexible, and straightforward for stakeholders to use across diverse service areas.
- Negotiate contracts and implement chosen solutions.

Supplier Management

- Manage the supplier relationship to extract increased value for money in terms of cost and performance.

- Lead supplier rationalisation and standardisation where appropriate and introduce stronger demand management disciplines - particularly across Estates, consultancy, Legal Services and temporary staff, while promoting effective use of eProcurement and contract management tools.
- Improve supplier performance and contract outcomes. Developing supplier management, standardisation, and demand control.

Drive Commercial Value and Performance

- Deliver tangible financial benefits, improved service outcomes, and risk reduction through effective sourcing, active supplier management, and robust tracking of commercial and operational performance.
- Provide demonstrable evidence for all cost savings and efficiencies.

Communication

- The ideal candidate will need a thorough understanding of the Procurement Act 2023 and be able to interpret and communicate these clearly to internal customers. It's essential that they are able to apply these regulations to all procurement activity ensuring projects are run in a compliant manner.
- They may be required to liaise with local procurement partners, other Higher Education Institutions and Public Sector Organisations, to benefit from collaborative arrangements and framework agreements as required.

Liaison and networking

- Excellent interpersonal and team working skills, proven ability to negotiate, build relationships and converse with colleagues at all levels.
- Networking with fellow managers/professionals, procurement and finance managers in other HE institutions, national and regional purchasing consortia, legal advisors, specialist advisors and consultants.

Decision Making

- Responsible for facilitating final decisions on tender awards and other contractual arrangements ensuring the University's best interest are achieved.

Planning and organising resources

- Planning and organising a co-ordinated, cohesive and structured approach to procurement across the University that ensures consistent and compliant purchasing through the core financial management system to enable the strategic management of non-pay spend.

Initiative and problem solving

- Demonstrate effective initiative when managing high spend areas by providing compliant options for faculties and departments on routes to markets ensuring spend is in line with financial regulations and compliant with PA2023.

Analysis and research

- Monitor and review activity / expenditure patterns across different categories of expenditure and report to the relevant interested parties.
- Carry out on-going benchmarking of the procurement processes and documentation, updating documentation as required.
- Carry out in depth category analysis for various spend areas across the University.

Any other duties as may be reasonably required.
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General information
It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments. To educate, to advance knowledge and to serve the common good.

PERSON SPECIFICATION
The person specification details the attributes that the successful post holder requires to enable them to succeed in this role. Each of the attributes are designated as either essential (E) or desirable (D). In order to be shortlisted for interview, your application needs to demonstrate that you meet all of the essential (E) attributes and as many of the desirable (D) attributes as possible that are being assessed at application (A) stage. (I = interview)

ATTRIBUTES	**ESSENTIAL or DESIRABLE**	**ASSESSMENT A,I**
EDUCATION/TRAINING		
Degree or equivalent	E	A
MCIPS qualification or relevant equivalent experience	E	A

ATTRIBUTES	ESSENTIAL or DESIRABLE	ASSESSMENT A,I
EXPERIENCE		
Delivering agreed organisation - wide category and commodity strategies which align with the organisation's Procurement Strategy's objectives and aspirations	E	A,I
Proactively engaging and working collaboratively with multiple stakeholders and strategically managing relationships with key supplier	E	A,I
Delivering contracts and procurements in line with compliance requirements, resolving non-compliance issues efficiently, and offering expert guidance on compliance matters	E	A,I
Comprehensive Category Management experience overseeing complex portfolios	E	A,I
A proven track record of delivering significant savings through procurement activities	E	A,I
Experience of using eProcurement systems	D	A,I
Experience of working in public sector organisations	D	A
KNOWLEDGE		
Up to date and well-developed knowledge of legislation and codes of practice relevant to the post and the implications of non-compliance. A sound working knowledge of the Procurement Act 2023	E	A,I
Clear understanding of Category Management and the development commodity strategies	E	A,I
Launch, organise, and execute initiatives aimed at continuous improvement within designated categories, encouraging innovative practices to deliver excellent service	E	A, I
SKILLS/ABILITIES		
Excellent time management skills and work with tight deadlines	E	I
High standard of written and oral communication skills, with the ability to effectively convey information in a clear, concise and meaningful form through reports, presentations, meetings etc	E	A,I
Analysing and solving problems of a technically diverse and complex nature	E	A,I
Excellent interpersonal and team working skills, proven ability to negotiate, build relationships and converse with colleagues at all levels	E	A,I
Ability to take a strategic view of issues, working actively to improve the effective use of resources within the University	E	A,I
Effective project management skills	D	A,I
Highly developed IT skills, in particular, Microsoft Excel, FMS and eProcurement Systems	D	A

ATTRIBUTES	ESSENTIAL or DESIRABLE	ASSESSMENT A,I
BEHAVIOURS		
Energy, drive and robustness with a passion for continuous improvement	E	I
Highest levels of integrity and commitment to professional standards of procurement	E	I
Collaborative, customer-orientated and inclusive approach	E	I