

## Candidate Brief

# Estates Category Lead

**Reference:** R180233

**Salary:** Grade 9, £39,992 to £47,722  
per annum

**Contract Type:** Continuing

**Basis:** Full Time

**Closing Date:** 23.59 hours BST on  
Wednesday 06 June 2018

**Interview Date:** Thursday 28 June  
2018

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## **Job description**

### **Responsibilities**

To plan, develop and lead in the delivery of procurement strategies for a range of products, services and works, specifically (but not exclusively) related to the provisioning and fulfilment of the University's bought in Estates (including construction, refurbishment and hard & soft facilities management). Supporting the Head of Procurement and Insurance Services to deliver a first class procurement service to the University, maximising commercial leverage and managing commercial risks and to:

- ▶ Develop, maintain and implement procurement strategies for a core range of high spend/business critical works, products and services required/procured by the Estates Department ensuring the delivery of benefits and targets identified.
- ▶ Develop, maintain and implement procurement strategies for a range of lower spend products and services as determined by the Head of Procurement and ensuring the delivery of benefits and targets.
- ▶ To develop tender documents, contribute to the development of tender specifications and carry out tender process leading to contract award using whole life costing for a range of services or works as appropriate including the use of relevant contracts (JCT / NEC) according to the scope of works.
- ▶ To formulate and develop framework agreements for minor works, materials, consultants and other services as required. Undertake mini-competitions using Aston and external framework agreements where required.
- ▶ To undertake supply chain contractor risk assessments where appropriate.
- ▶ To assist in monitoring the performance of suppliers, contractors and consultants, initiating contract review meetings as appropriate. Formulate and introduce service levels and key performance indicators and incorporate them into contracts.
- ▶ To provide Estates staff on an ongoing basis, with relevant information and advice on procurement policy, procurement agreements and other information deemed necessary to deliver excellent procurement practice.
- ▶ To ensure compliance with all UK and EU legislation in relation to procurement and to ensure compliance with Aston University Financial and Legal Authority Limits.
- ▶ To conduct spend analysis on category areas within the Estates Department and the wider University and formulate procurement strategies to address areas requiring improvement;
- ▶ Develop an understanding and apply the principles of sustainable procurement as well as meeting set sustainable procurement objectives.
- ▶ Knowledge of and ability to give consideration to the whole life cycle impacts on products, services and works.
- ▶ Make a significant contribution to enhancing the professionalism and performance of procurement throughout the University.
- ▶ Be a category lead/supplier relationship/commercial contract manager for a core range of business critical products, services & works and contracts.
- ▶ Be a "category lead role" for a range of lower spend/less critical products, services and works required by the University.
- ▶ Facilitate a structured approach to procurement and provisioning, with appropriate levels of internal stakeholder engagement in determining procurement strategies, objectives, targets and benefits that will be delivered by pursuing an agreed strategy.
- ▶ Contribute to the development and implementation of procurement strategy and policies to support the achievement of the University's strategic aims, and focussed on the achievement of and supporting stakeholders in achieving, value for money.

- ▶ To participate in the Southern Universities Purchasing Consortium activities, working closely with the representatives of the consortium and participating in appropriate commodity groups where appropriate.
- ▶ To carry out any other duties that may be required from time to time commensurate with the position.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>Educated to “A” level standard or equivalent (including Maths and English at “O” level or GCSE).</p> <p>CIPS Graduate Diploma or equivalent.</p>	Application form
<b>Experience</b>	<p>Experience of working as a category manager.</p> <p>Experience of procuring strategic goods, services and works within an Estates Department.</p> <p>Proven ability of working independently with customer oriented approach.</p> <p>Ability to challenge, influence and direct senior internal stakeholders.</p> <p>Proven ability of working in a fast passed busy environment.</p> <p>Involvement in negotiation of contracts.</p> <p>Experience of working with multi discipline teams.</p> <p>Experience in contract management and supplier performance reviews.</p> <p>Experience in implementing change and driving efficiencies.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Successful broad commodity knowledge with proven savings record.</p> <p>Knowledge of different procurement approaches and processes.</p> <p>Knowledge of law and practice in relation to procurement.</p> <p>Ability to use ProContract or similar e-tendering systems.</p> <p>Experience of tendering under the EU Directives and OJEU tendering procedures.</p> <p>Experience of contract management and implementing change and efficiencies.</p> <p>Ability to produce high quality written communication with both external and internal customers.</p>	Application form and interview

	Essential	Method of assessment
	<p>Excellent verbal and written communication skills.</p> <p>Ability to develop excellent working relationships with Key Stakeholders across the University.</p> <p>Ability to use information technology.</p> <p>Ability to prioritise and plan work effectively with excellent time management.</p> <p>Ability to take the initiative with excellent problem solving techniques.</p> <p>Proactive, a “can do” attitude.</p> <p>Self-motivated.</p> <p>Ability to work effectively within a team.</p>	

	Desirable	Method of assessment
<b>Experience</b>	<p>Experience with and understanding of JCT / NEC terms and conditions.</p> <p>Experience working as an Estates Category Lead.</p> <p>Prior knowledge of procurement within the HE sector.</p> <p>Previous experience of managing performance data/information.</p> <p>Experience with Agresso or similar financial P2P system.</p> <p>Experience of working with ProContract procurement portal or similar.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Knowledge of risk management and legal implications linked to procurement of Estates goods, services and works.</p> <p>Appreciation of a devolved budgetary environment, preferable within a Higher Education sector.</p>	Application form

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Jason Goodwin

Job Title: Head of Procurement and Insurance Services

Tel: 0121 204 4392

Email: [j.goodwin@aston.ac.uk](mailto:j.goodwin@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.



The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

**Data Protection Act 1998:** Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name



Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr)