

# SENIOR CATEGORY MANAGER

Finance, Planning and Governance  
Division

ALC1513

**CANDIDATE BROCHURE**



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# WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Chris Bradsworth, Interim Associate Director of Procurement via [c.bradsworth@uea.ac.uk](mailto:c.bradsworth@uea.ac.uk).

## UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



# OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive Rates of Pay



30 Days Holiday



14 Additional Statutory and Customary days



Contributory Pension



Staff Development



Sportspark Discount



Research Support



Health and Wellbeing



Library



Campus Facilities



Care Leave Policies



Sainsbury Centre for Visual Arts



Ofsted Outstanding Nursery



And much more!

Further information can be found on our [Staff Benefits page](#).

# THE ROLE

You will be a senior procurement professional within the University of East Anglia with responsibility for developing, influencing, and managing procurement and delivering procurement activity on all the university's non-pay expenditure through the mechanism of category management and delivery of direct procurement activity, working closely with the Interim Associate Director of Procurement.

The role has direct responsibility for strategic and complex procurement categories. Alongside the Deputy Director of Finance and Associate Director Procurement, you will be responsible for building and maintaining the reputation of the Procurement service as a highly professional and strategic support service for the University and its partners, which enables and delivers the following outcomes:

- Measurable efficiencies in a challenging economic climate
- Professionalising and developing the procurement community
- Flexible and creative support to transform operations
- High standards of corporate governance
- Establishing the University of East Anglia's reputation for procurement services

You will be a key member of the Finance, Planning and Governance Division, working closely with colleagues to foster a shared sense of purpose and develop integrated strategic objectives and working practices, to ensure the right strategies and resources are in place. As such, you will play a key role in delivery of the University's overall strategic and business objectives, demonstrating best practice, while achieving value for money in all procurement activities.

You will be responsible for managing Procurement activity to ensure compliance with Public Procurement Regulations according to English Law and best practise.

## KEY RESPONSIBILITIES

- Responsibility for delivering strategic and complex procurement activities, utilising the appropriate sourcing methods including direct to market, framework call-off contracts and other competitive and compliant procedures, to generate best value for the University.
- Responsible for embedding a best in class, proportionate and appropriate category management approach at UEA.
- Create and maintain an efficiency culture committed and capable of securing efficiencies and benefits on all non-pay expenditure with agreed targets, ensuring the concept of value for money is underpinned.
- Work closely with the Business Partnering Team and budget holders to deliver projects against defined budgets.
- Shared accountability for the success of the procurement service, to build and maintain the reputation of the service as a highly professional and enabling strategic support service, with external validation and increasing satisfaction among key customers and suppliers.
- As a 'technical procurement expert', champion procurement and promote best practice internally and externally, resulting in procurement having visible and high-profile leadership at all levels.

## THE ROLE (CONTINUED)

- Support the review of continued improvement in the team operating model including the procurement practices, governance, scope of services and demand management.
- Where requested by management, mentor, and support colleagues in the procurement team to ensure they are confident, highly motivated, empowered, delivery focussed and operate effectively.
- Provide expert guidance on issues with significant, complex, and strategic implications for the UEA's immediate, medium, and long-term position.
- With the Deputy Director of Finance and Associate Director Procurement develop the procurement strategy and secure the allocation of resources for the support for complex procurement projects identified through the major projects process.
- Work with external Procurement professionals to develop excellent procurement practices across the HE sector through collaboration in the HE sector and other organisations. This will be in conjunction with any national KPI's and to ensure that any further efficiency can be achieved.
- Responsible for Procurement with the objective to obtain the best value for money while ensuring that the University's Procurement Regulations and Financial Policy are adhered to. At all times compliance with Public Contract law and any other applicable law must be maintained and the post holder is integral to ensuring this is the case.
- Support the creation and maintenance of policies for procurement that takes into account legislation, both UK and more broadly; adapting Financial Regulations into local procurement policy and ensuring that all key stakeholders both internal and external to the University understand the need for compliance.
- Representing procurement on relevant University boards and other groups where relevant to areas of responsibility.
- Contribute to and assist with the implementation of the Procurement Act 2023 at the University, and the associated changes to procurement procedures and processes.

### Sustainability & Ethics:

It is imperative that the University's reputation for sustainability, ethical procurement, and compliance with modern slavery legislation within its supply chains is maintained and enhanced.

You must operate with an awareness of the University of East Anglia Environmental Policy and promote a culture of environmental responsibility across the University.

### Other:

You will be required to be flexible and undertake any other duties according to the needs of the procurement function in line with business objectives. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the job holder before any variations to the job description are made.

# THE PERSON

## EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Member of the Chartered Institute of Purchasing and Supply (CIPS) or equivalent level professional qualification or demonstrable equivalent knowledge gained through experience (E)
- Demonstrable track record of continuous improvement and delivery of results in a variety of procurement settings within a complex organisation (E)
- Demonstrable experience of broad coverage of categories, services, and procurement processes (E)

### Track record of:

- Managing complex projects (E)
- Taking responsibility when things go wrong and giving credit to others when they go right (E)
- Managing difficult situations skilfully (E)
- Demonstrating excellence, commitment, and integrity; Setting high standards of professional behaviours (E)
- Navigating change and delivering results in uncertain environments (E)

- Experience of procurement in the HE sector or similarly regulated sectors (E)
- A background in the conduct of estates management and/or construction procurement activities (D)
- Experience in successfully managing major change projects (D)
- Experience of influencing to achieve cultural change (D)
- Experience in managing public sector tenders within key categories such as hard/soft facilities management, construction, and ITCS/ Digital categories (D)
- Demonstrable experience of successfully driving value through ongoing Supplier and Contract Management (D)

## SKILLS AND KNOWLEDGE

- Excellent oral, written and communication skills with ability to deal face-to-face, via telephone and email with individuals from a variety of backgrounds, cultures and nationalities (E)
- Presentation skills, via a variety of media, including PowerPoint (E)
- Excellent organisational skills (E)
- Excellent interpersonal skills with the ability

to engage with stakeholders at all levels both internally and externally to the University (E)

- Excellent procurement skills and awareness (E)
- Knowledge of public procurement law (E)
- Excellent commercial understanding (E)
- Proven negotiating skills, with the ability to be diplomatic yet firm as the situation requires (E)
- Demonstrable experience of data collation and analysis (E)
- Good knowledge of the use and issues of effective Project Management tools, approaches and key issues and success factors (D)
- Detailed Knowledge of the application of industry standard terms and conditions such as, JCT terms or SaaS Licencing. Knowledge of procurement and financial information systems e.g., In-tend, UERP/UNIT4 financial platforms (D)
- A broad base of knowledge with expertise in public sector procurement (D)



## THE PERSON (CONTINUED)

### PERSONAL ATTRIBUTES

- Ability to lead, motivate and support project teams and others (E)
- Ability to engage effectively and inspire confidence at senior management /executive team level and with key stakeholders, suppliers, and partners, operating at the highest levels to enable organisational success (E)
- Ability to build and maintain excellent relationships with Programme and Project Management leads across the University (E)
- Able to act as an ambassador and role model for the University at all times (E)
- Ability to champion strategic collaboration across the University and across the public sector when securing goods and services (E)
- Ability to develop a vision aligned to business policy priorities (E)
- Professional, proactive, and positive attitude with ability to promote a responsive and “can do” culture (E)
- Self-motivated with the ability to work both independently and as part of a team (E)

**Essential Requirements (E)** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements (D)** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

# FURTHER INFORMATION

The post is available from 18 November 2024 on a full-time basis for a fixed term period of 1 year.

This temporary post is available to cover for the secondment of the existing postholder. The appointment will be terminated (one week's notice) at the end of the week immediately preceding the return of the postholder from secondment.

Salary will be £47,874 to £55,295 per annum on Grade 8 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

**Place of Work** - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace. Typically the role holder will be expected to attend team days on Mondays and Wednesdays, with the additional 20% being used to visit stakeholders and suppliers as required to complete the needs of the role.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact [staff.visacompliance@uea.ac.uk](mailto:staff.visacompliance@uea.ac.uk)

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email [staff.recruitment@uea.ac.uk](mailto:staff.recruitment@uea.ac.uk)

## HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **23 October 2024**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place on **6 November 2024** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

# ABOUT THE DIVISION

The Finance and Planning Division, led by the Director of Finance, focusses its activity through 5 strands, Finance Business Partnering, Systems and Reporting, Financial Accounting, Procurement and Financial Services, and Planning. Each of these strands has adopted a Business Partnering approach to ensure effective and value adding support to the wider University while continuing to operate as custodians of the University's long-term sustainability.

The Finance Business Partnering Team adds value to decision-making and resource management by providing quality financial insight built on sound financial management and reporting. We support the activities and ambitions of the University by identifying, analysing and costing options, and through our commitment to developing the wider understanding of financial information across the organisation.

The Systems and Reporting Teams provide, maintain, and develop the University's financial systems, as well as providing both statutory returns and internal management reporting to aid planning and decision-making.

The Financial Accounting Team provides operational support to the University through its payroll and cashbook functions as well as VAT and other tax advice. We also produce the statutory financial statements for the University and its subsidiary companies.

The Procurement and Financial Services Team provides support for the operational delivery of business objectives through the Procurement, Supply Chain, Commercial Data, Insurance, Accounts Receivable and Accounts Payable functions. Overall responsibility for sourcing, protecting and paying for goods, services and assets lies here. The teams support internal customers directly, deliver University wide strategic projects and are the first point of contact for supplier relationship management.

The Planning Team support data quality and reporting for a number of key University processes, provide support for SITS and have overall responsibility for ensuring that the University meets core requirements from HESA/OFS for statutory data submissions. We also perform a monitoring and analysis function for league tables and other external measure of our performance, and support our implementation of external initiatives with a data component, such as the Teaching Excellence Framework and our Access ad Participation Plan (APP).



# OUR VALUES

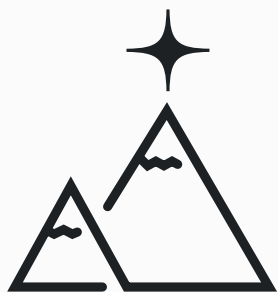
Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT



## OUR VALUES (CONTINUED)



### AMBITION

**We are ambitious for our future success.**

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



### COLLABORATION

**We are collaborative in our approach.**

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



### EMPOWERMENT

**We empower ourselves and each other.**

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



### RESPECT

**We respect each other.**

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

# ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

**A vibrant place to study, learn and work, UEA is a very special place.**



# A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

## OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



# OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.





# NORWICH

## A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



*If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.*

**STEPHEN FRY**



# LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

## BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

## BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

## BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

## Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

