

Post Details		Last Updated: 04/03/26	
Faculty/Administrative/Service Department	Procurement		
Job Title	Procurement Category Manager – Estates		
Job Family	Professional Services	Job Level	Level 5
Responsible to	Director of Procurement		
Responsible for (Staff)	No direct staff		
<b><u>Job Purpose Statement</u></b>			
<p>The Procurement Category Manager for Estates will play a pivotal role in developing and delivering the University's procurement strategy for estates-related goods, services, and capital projects. The role focuses on driving value for money, managing risk, and ensuring compliance where required, while building strong, commercially effective supplier partnerships that support the University's long-term estates and sustainability objectives.</p> <p>A core element of the role is close collaboration with estates teams, project managers, and key stakeholders to understand operational and project-specific requirements, enabling the delivery of fit-for-purpose procurement solutions that improve asset performance, project outcomes, and lifecycle value. The role requires a solid understanding of capital works projects, including construction, refurbishment programmes, and infrastructure maintenance. While the primary focus is estates, construction, maintenance, and facilities management categories, the role may also support wider University procurement initiatives as required. Flexibility of approach is essential and the ability to demonstrate strong leadership and collaboration with internal project teams/cost management colleagues, other key EFCS managers, and other stakeholders, to define and agree specific role responsibilities.</p> <p>This role may also provide procurement support and services on projects within Surrey Sports Park and Surrey Research Park.</p>			
<b><u>Key Responsibilities</u></b> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
<p>The post holder will:</p> <ol style="list-style-type: none"> <li><b>Develop and deliver the Estates category strategy</b> Own and implement procurement strategies across estates, capital works, maintenance, refurbishment, and FM categories, aligning commercial outcomes with the University's estates, sustainability, and financial objectives.</li> <li><b>Establish and manage effective framework agreements</b> Lead the review, development, and mobilisation of framework agreements to support planned maintenance, capital projects, and operational estates services, ensuring they are commercially robust, fit for purpose, and straightforward for stakeholders to use.</li> <li><b>Provide commercial leadership and stakeholder influence</b> Act as a trusted commercial advisor to Estates and Facilities leadership, influencing decision-making, constructively challenging requirements, and translating operational needs into practical sourcing solutions.</li> <li><b>Lead complex sourcing, tendering, and negotiations</b> Manage high-value and strategically critical procurements, including competitive tenders and direct awards where appropriate, delivering outcomes that balance cost, quality, risk, and long-term value.</li> <li><b>Drive commercial value and performance improvement</b> Deliver tangible financial benefits, operational efficiencies, and risk reduction through effective sourcing, supplier management, and robust tracking of outcomes.</li> <li><b>Improve supplier management, standardisation, and systems</b> Lead supplier rationalisation and standardisation where it makes sense and promote effective use of eProcurement tools to improve compliance, transparency, and ease of use.</li> <li><b>Ensure governance, contracts, and capability development</b></li> </ol>			

Maintain strong procurement governance and ethical standards, improve contract visibility and management, and support capability development across Estates teams through guidance, training, and best practice.

**N.B. The above list is not exhaustive.**

**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your manager.
- Work supportively with colleagues, always operating in a collegiate manner.

**Help maintain a safe working environment by:**

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

**Elements of the Role**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

**Planning and Organising**

The post holder:

- Has discretion to take a proactive approach to achieve desired results. They will work in a relatively independent manner, organising and prioritising their work in order to deliver an effective and professional service.
- Is expected to provide a professional and timely procurement service to internal customers whilst balancing multiple projects and deadlines to ensure procurement efficiency and value optimisation.

**Problem Solving and Decision Making**

The post holder:

- Must have good understanding of external and internal procurement related legislation and University policies and procedures, guiding colleagues to ensure compliance.
- Will provide advice and solutions to routine day-to-day problems, drawing on their previous experience and technical knowledge of similar problems or through referring to and applying procurement processes, policies, and procedures.
- Will resolve procurement challenges by negotiating solutions that meet both operational needs and financial objectives.

**Continuous Improvement**

- A significant part of the role is to be the functional procurement expert, driving improvement in procurement processes and practices across sourcing, tendering, contracting, contract management, vendor reduction initiatives and eProcurement efficiencies.
- The post holder should look to implement best practices in category management and supplier relationship management, and to promote innovation in procurement processes to improve service delivery and cost savings.

**Accountability**

The post holder:

- Must ensure procurement activities comply with internal policies and external funding regulations where applicable.
- Take ownership of category performance, ensuring value for money and measurable outcomes.
- Act as a key advisor to Estates, Facilities, and Maintenance stakeholders on procurement best practices.

<p><b><u>Dimensions of the role</u></b> The post holder should:</p> <ul style="list-style-type: none"> <li>• Influence procurement decisions across a wide range of research and academic spend categories.</li> <li>• Engage with diverse internal stakeholders, including estates, facilities, maintenance, campus services, and administrative staff.</li> <li>• Manage supplier relationships and contracts with key vendors in estates procurement and manage procurement projects on capital spend.</li> </ul>		
<p><b><u>Supplementary Information</u></b></p> <ul style="list-style-type: none"> <li>• The post holder will need to demonstrate strong leadership and communications skills to successfully negotiate with other University colleagues and influence decision making to optimise value for money.</li> </ul>		
<p><b>Person Specification</b> This section describes the sum total of knowledge, experience &amp; competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.</p>		
<p><b>Qualifications and Professional Memberships</b></p>		
<p>Professionally qualified with a relevant degree/postgraduate qualification, plus broad demonstrable management experience in similar or related roles Or: Substantial vocational and relevant management experience demonstrates management ability in an appropriate professional or specialist area, and success in similar or related roles, supported by evidence of significant appropriate specialist knowledge.</p>		E
<p>A full member of the Chartered Institute of Purchasing &amp; Supply (CIPS)</p>		D
<p><b>Technical Competencies (Experience and Knowledge)</b> This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).</p>	<b>Essential/ Desirable</b>	<b>Level 1-3</b>
<p>Proven ability to build excellent working relationships and partnerships with colleagues, suppliers and external organisations.</p>	E	3
<p>Highly developed knowledge of procurement principles and practices, particularly with regard to Estates Facilities and Commercial Services related procurement, with awareness of the broader developments relevant to procurement.</p>	E	3
<p>Significant experience in managing complex procurements in a services organisation, including advertising, tendering, contract drafting, negotiation and managing supplier relationships.</p>	E	3
<p>Strong operational knowledge of JCT and NEC suite of contracts</p>	E	2
<p>Proven ability to lead procurement related business improvement and organisational change projects.</p>	E	3
<p>Significant experience of operational FM procurement from within a private sector/commercial organisation.</p>	D	3
<p>Knowledge of procurement/e-procurement systems.</p>	D	2
<p><b>Special Requirements:</b></p>		<b>Essential/ Desirable</b>
<p>n/a</p>		
<p><b>Core Competencies</b> This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.</p>		<b>Level 1-3</b>
<p>Strategic Thinking &amp; Leadership</p>		2
<p>Communication</p>		3
<p>Adaptability/Flexibility</p>		3
<p>Customer/Client service and support</p>		3
<p>Planning and Organising</p>		3
<p>Continuous Improvement</p>		3
<p>Problem Solving and Decision-Making Skills</p>		3

Managing and Developing Performance	2
Creative and Analytical Thinking	3
Influencing, Persuasion and Negotiation Skills	3

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

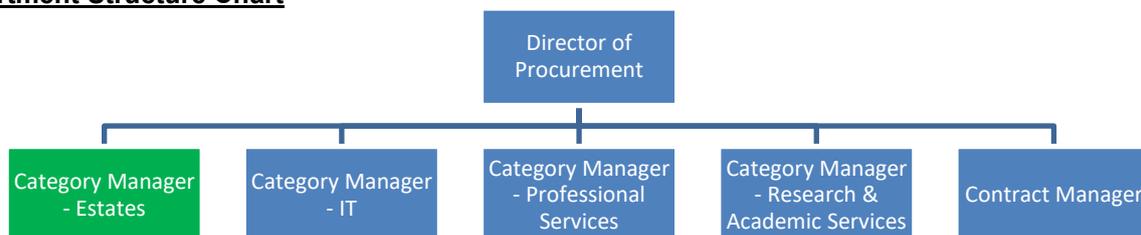
### Organisational/Departmental Information & Key Relationships

#### Background Information

The Procurement team sits within the wider Finance department of the University, a critical professional services function. It is a lean, strategic function focused on whole life costs, realising value beyond cost savings, and building sustainable partnerships with suppliers.

Procurement's mission statement is to deliver an effective, innovative, and integrated strategic procurement function at University of Surrey, providing exceptional collaboration and partnering to stakeholders to respond to their business needs and challenges, delivering optimal value for money and cost-effective solutions.

#### Department Structure Chart



#### Key Relationships

##### Internal

The post holder will have regular contact with business area staff engaged on procurement activity. This will include staff within:

- Estates, Facilities and Commercial Services
- Surrey Research Park
- Surrey Sports Park
- University Faculties (x3)
- University support departments

The post-holder will work closely with Finance colleagues in:

- Transactions Support
- Financial Planning & Analysis
- Business Finance Managers

##### External

External contacts will include:

- Suppliers and prospective suppliers
- Purchasing consortia
- Crown Commercial Services and other institutions responsible for applicable Frameworks
- Colleagues with similar roles in other HE institutions to identify best practice