

Helpdesk Report:
Senior Category Manager,
Procurement

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Senior Category Manager

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable 'triangulation' of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Senior Category Manager.

2.1.1. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing the market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Senior procurement officers in the NHS are typically employed on Band 7 or Band 8a depending on the size of the trust. The current salary range is between £40,057 and £45,839 (Band 7) and between £47,126 and £53,219 a year outside of London and high-cost areas in the South East/South. Roles based in high-cost areas qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,608 and a maximum payment of £7,097;
- Outer London – 15% of basic salary, subject to a minimum payment of £3,898 and a maximum payment of £4,967;

- Fringe – 5% of basic salary, subject to a minimum payment of £1,066 and a maximum payment of £1,845.

2.1.2. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.¹

Procurement Manager/Buyer, level 7

Job level	Description	Company count	Lower quartile	Median	Upper quartile	Average
Level 7	Whole economy, upper quartile adjustment	16	£47,559	£52,614	£55,864	£51,869
Level 7	Public sector, upper quartile adjustment	6	£44,471	£49,553	£52,400	£48,174

Source: IDR Pay Benchmarker.

Note: the data has been adjusted since the role sits at the upper of the range for an IDR JOB Level 7.

2.1.3. Recruitment data

The data in this section is based on analysis of recruitment salaries for a similar role(s). It is a guide to starting pay for these roles, and in some cases also provides a guide to the maximum that might be achieved.

Procurement and supply chain

Job role	Range £pa	Typical £pa
Category Manager, Wales	£46,100 - £56,600	£51,400

Source: Reed Salary Guide 2022.

¹ Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1.Data and summary

Senior Category Manager - job advertisements

Reference ID	Organisation	Job title	Min	Max	Location
ID558	Procurement Senior Category Manager	University of Kent	£43,434	£48,835	South East
ID559	Senior Procurement Buyer	Lancaster University	£43,434	£50,296	North West
ID560	Procurement Manager	Office of Rail & Road	£50,810	£55,412	National

3.2.Job advertisements

The following pages present the job advertisements for the above vacancies.

University of Kent

Procurement Senior Category Manager

University of Kent - Procurement Office

Location:	Canterbury	Placed On:	9th May 2022
Salary:	£43,434 to £48,835 Grade 8, per annum	Closes:	10th June 2022
Hours:	Full Time	Job Ref:	CSF-500-22
Contract Type:	Fixed-Term/Contract		

[Apply](#)

Contract Type: Fixed Term - Ends 23/01/2024

Interview Date: Friday 10 June 2022

Are you MCIPS qualified with significant post-qualification experience in a similar role in a complex organisation? If so the role of Procurement Senior Category Manager could be ideal. This post will be taken up on a full time basis for a fixed term period of 24 months.

The Procurement Department is nearing completion of a programme to transform the existing Procurement function into a best in class operation that is fully aligned with delivering the aims and objectives of the University Plan. This change, driven by the need to deliver greater efficiency and effectiveness across the University, and indeed the wider sector, includes the alignment of resources to best meet those business objectives.

As Procurement Senior Category Manager will be responsible for providing a source of expertise for important procurement activity across a range of categories, working with corporate services, some professional support directorates, and other academic requirements as necessary. A broad range of category experience is therefore preferred.

As Procurement Senior Category Manager, you will:

- ensure value for money is achieved from all procurement activity and a significant annual contribution towards University-wide savings targets is made
- increase the early involvement and influence of Procurement in all significant procurement projects
- managing and develop supplier and stakeholder relationships by way of supplier performance reviews to ensure delivery of performance with regard to cost, service and quality
- ensuring that the University is in a position of continuous improvement, embedding best practice as standard and keeping track of sector and market trends

What will you bring to this post?

- hold a MCIPS qualification or have relevant equivalent experience
- category and contract management experience, ideally within the public sector
- experience of data and trend analysis, identifying improvement opportunities, potential efficiencies and spend leverage / aggregation situations
- a proven track record of delivering significant savings through procurement activities

What can you expect from us?

- "Hybrid Working" allowing a flexible blend of office and home working (days to be agreed with the hiring manager in line with business needs)
- 43 days annual leave per annum (30 days personal leave, 8 bank holidays, plus 5 additional days allocated between Christmas and New Year)
- Excellent pension scheme with generous employer contributions
- A beautiful campus, including access to our on site theatre/cinema, sports facilities, library, on site nursery (Canterbury) and food outlets
- Great staff benefits, such as study while you work discounts, cycle to work scheme, local business discounts
- On site parking
- A friendly, open and collaborative working environment
- Support in your development and wellbeing at all stages of employment, including an Employee Assistance Program

The University of Kent is a distinctive and attractive place to work. We employ around 6,000 staff, including academic and research staff and a full range of support and administration staff. Our stunning main campus in Canterbury, Kent was founded in 1965 and is set among green and tranquil open space overlooking the spectacular Cathedral. Our staff enjoy competitive salaries, an occupational pension scheme, generous holiday entitlements and a great working environment.

Please see the links below to view the full job description and to apply for this post. For further information regarding the application process, please contact the Resourcing Team at centralservicesreosourcing@kent.ac.uk quoting ref number: CSF-500-22.

Further details:

Due to the current COVID-19 outbreak, interviews may take place remotely.

Advert information

Type / Role:

Professional / Managerial / Support Services

Subject Area(s):

Administrative

Location(s):

South East England

JOB DESCRIPTION

Vacancy Ref: A3775

Job Title: Senior Procurement Buyer	Present Grade: 8P
Department/College: Finance	
Directly responsible to: Head of Procurement	
Supervisory responsibility for: Senior Buyers, Buyers	
Other contacts	
<p>Internal: Directors, academic managers and senior staff e.g. Support unit heads, Heads of Departments, Project Managers and Research Principal Investigators, for procurement projects and strategy.</p> <p>External: Senior representatives of suppliers for contract and supplier management, relationships management, negotiation and information exchange. Colleagues in other institutions, sector organisations and other public bodies for information exchange, professional development, collaborative procurement projects, benchmarking and policy matters</p>	
<p>Senior Procurement lead for the delivery of projects and management of key contracts and suppliers. Working with technical colleagues applying expert knowledge of procurement to deliver value for money and effective commercial arrangements that meet the University's strategic goals.</p> <p>Major Duties:</p> <ol style="list-style-type: none"> 1. To develop and lead the implementation of best practice and streamlined processes in all areas of Procurement. 2. To lead High Risk/High Value and complex procurement projects on time and within budget. To lead cross functional teams to develop and deliver compliant and commercial procurement processes which meet the University's objectives. 3. To lead High Risk/High Value contract management activities and develop strategic relationships with suppliers. 4. To skillfully manage stakeholders, building relationships and trust with colleagues beyond Procurement. Leading a 'one team' approach to projects, avoiding silo working. 5. Provides expert commercial and complaint procurement advice to internal customers and other procurement staff. 6. To leads on complex and strategically important negotiations. Establishes key objectives and considers broad commercial and non-commercial factors in setting tactics. 7. Fully conversant in total life costing and will build indirect commercial implications, such as corporate social responsibility and environmental into procurement strategies. 8. To consider how the state of the market, strength, weaknesses, opportunities and threats impact supplier behaviour and build this into procurement strategies. 9. To analyse expenditure profiles, look for opportunities to improve efficiency and benefits on an ongoing and proactive basis. 10. To provide leadership to direct reports and other colleagues in the procurement team as appropriate to deliver projects. Predicts peaks and troughs in the business cycle and actively prioritise own work and that of others to react in a flexible way and ensure business priorities are met. 	

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Senior Procurement Buyer

Finance

Salary: £43,434 to £50,296

Closing Date: Monday 06 June 2022

Interview Date: Friday 17 June 2022

Reference: A3775

Lancaster University is among the best in the UK. A Top 15 university in UK league tables, we're also highly ranked in international league tables such as the QS World Rankings. This vacancy is a rare opportunity to join a dynamic team in a unique sector and to help shape and deliver our strategy. Procurement at Lancaster has undergone significant transformation in recent years. The team continues to expand its reach and is forward thinking in its approach to managing the full range of Purchase to Pay and Source to Contract activity for the University's non-pay expenditure of around £100m per year.

The Higher Education (HE) sector purchases an unparalleled range of goods and services. The Procurement team at Lancaster work with world-leading academics and colleagues from other Professional Services areas such as Facilities and Information Systems. A wide variety of categories are managed including Laboratory Supplies & Equipment, Travel, IT, Construction, Maintenance and Business Support Services. Procurement at Lancaster is a well-established and mature function. We score highly on the sector-wide best practice procurement indicators and set stretch goals to continuously improve. This is a large and ambitious team within a people-focussed organisation providing opportunities to progress and develop.

The Senior Procurement Buyer role requires expert knowledge of all parts of the procurement process from sourcing and tendering through to supplier management. Prior experience of a particular category is an advantage, however, you will work with technical Subject Matter Experts to deliver compliant and commercial procurement processes. You will lead a supplier management programme that delivers savings and soft benefits in line with the University's strategy including our aim of achieving Carbon neutrality by 2035.

As a senior member of the team, leading change is an integral part of the role. You will have a proven track record of implementing successful process improvement, gaining buy-in from colleagues and training others. You will be an experienced manager of people, able to get the best from your team and successfully manage difficult situations.

You should have experience delivering a relevant procurement function. Prior experience of working in the HE Sector is not essential and we welcome applications from candidates with experience gained in the private sector or the wider public sector.

The role is full-time but applications for flexible working will be considered. Since the start of the pandemic, the team have worked from home. In the future, we will return to campus however, it is expected that around 50% of most procurement roles can be delivered effectively from home.

We offer a comprehensive set of benefits in addition to competitive salaries: final salary pension schemes, work-life balance, training & promotion opportunities and staff recognition schemes.

The closing date for applications is Monday the 6th of June. Candidates who have been shortlisted will hear from us by Friday the 10th of June. Interviews will take place at the University on Friday the 17th of June. Candidates will be assigned a time slot at shortlisting. The interview will include a short presentation and a panel interview.

Should you wish to find out more, please email Larissa Morrish, Head of Procurement at l.morrish@lancaster.ac.uk to arrange a time to discuss

We welcome applications from people in all diversity groups.

[Email details to a friend](#)

[Apply Online](#)

Further details:

- [Job Description](#)
- [Person Specification](#)

Procurement Manager

Office of Rail and Road

Apply before 11:55 pm on Wednesday 25th May 2022



Reference number

208637

Salary

£50,810 - £59,408

London: £54,891 - £59,408 / Regional: £50,810 - £55,412

Grade

Grade 7

Grade C

Contract type

Fixed Term

Loan

Length of employment

12 Months

Business area

ORR - Corporate Operations

Type of role

Procurement and Contracts Management

Working pattern

Flexible working, Full-time

Number of posts

1

Location

About the job

Benefits

Things you need to know

Apply and further information

Location

Birmingham, Bristol, Glasgow, London, Manchester, York

About the job

Summary

The Finance team covers finance, procurement, business planning, business management, internal audit and financial governance. As a result of these activities and its position at the centre, the team works closely with all directorates within the ORR.

Job description

The ORR is developing plans to assume sponsorship of the Rail Ombudsman for the first time and anticipates a new contract provision being in place by Spring 2023.

Whilst this role will form part of the finance and procurement team, the individual will be the dedicated procurement lead for the delivery of the Rail Ombudsman Project and shall work directly to the Head of Rail Ombudsman Sponsorship Review.

The role will be responsible for sourcing the Rail Ombudsman service and providing expert advice to the project team and to all levels within the Department.

The role requires the individual to have a strong commercial/procurement background in procuring services under the Procurement Contract Regulations (PCR 2015), with a focus on delivering value for money and with the ability to make robust and timely decisions.

The individual is required to be a strong communicator with effective verbal and written communication skills. In addition, the individual should also be a confident self-starter, able to identify requisite tasks and to progress those as required.

Responsibilities

For key responsibilities please see the attached job description.

Qualifications

CIPS Level 6

Behaviours

We'll assess you against these behaviours during the selection process:

- Making Effective Decisions
- Working Together
- Delivering at Pace
- Communicating and Influencing

Technical skills

We'll assess you against these technical skills during the selection process:

- In depth knowledge of PCR 2015 procedures and regulations.

Benefits

Details of our employee benefits can be found in attached Candidate Pack.

At ORR we have adopted hybrid working and we are currently expected to work from our designated office location a minimum of 2 days per week.

Things you need to know

Security

Successful candidates must pass a disclosure and barring security check.

People working with government assets must complete [basic personnel security standard](#) checks.

Selection process details

This vacancy is using [Success Profiles](#), and will assess your Behaviours, Experience and Technical skills.

For information on the selection process details, please see the attached Job Description and Candidate Information Pack.

Feedback will only be provided if you attend an interview or assessment.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals

- nationals of Commonwealth countries who have the right to work in the UK

- nationals of the Republic of Ireland

- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#).

- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service