



Position Description – <Insert Position Title>

Position Details

Position Title: Category Manager

College/Portfolio: Finance & Assurance **School/Group:** Procurement

Campus Location: Primarily based at Melbourne CBD campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 9 **Time Fraction:** 1.0

Employment Type: Continuing

Fixed Term Reason: Choose an item.

Reporting Line: Associate Director Category and Vendor Management

No. of Direct reports: N/A

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Operations portfolio partners with other areas of the university in achieving the organisation's objectives, by contributing to operational efficiency and helping ensure the people, financial and infrastructural requirements are met. The Operations portfolio is responsible for:

- Managing the operations, maintenance and development of RMIT's property portfolio on all of its onshore campuses
- Delivering strategic sourcing and procurement services to all staff
- Providing client focused, proactive and effective HR solutions and services for all RMIT staff
- Serving the IT needs of RMIT students, academics and staff across the globe
- Managing the internal communications and external marketing needs of RMIT
- Supporting the decision-making, governance and execution of RMIT's major strategic investments and projects

<https://www.rmit.edu.au/about/governance-and-management/organisation-structure/operations-portfolio>

Procurement

Procurement is focussed group reporting to the Chief Financial Officer. The role of Procurement is to review sourcing and procurement options across the university based on an expenditure on goods and services of ~\$420M. Key issues addressed are:

- Identifying cost improvement initiatives across the university spend
- Rationalising vendor base
- Negotiating and establishing major RMIT group contracts based on combined purchasing power
- Enabling the procurement process and policies through both systems and controls

- Using and leveraging group contracts to provide savings
- Managing strategic vendor relationships and panel agreements

Position Summary

The Category Manager provides leadership, direction and maximises value being delivered to the University for the categories under their management. The main activities include determining portfolio/college requirements, assessing supply markets, developing strategic category plans, and managing supplier contracts, performance, and risk. The Category Manager will engage with senior stakeholders within the RMIT organisation and supplier community to understand long-term university aspirations that can be enabled by third party relationships. The Category Manager will work to deliver process innovation that targets demand management and drive simple and effective use of processes and systems. The Category Manager works closely with other Procurement team members to embed best practice, deliver savings initiatives and drive innovation.

Key Accountabilities

Each key accountability should consider RMIT's **Be–Know–Do leadership model**:

- Develop and implement strategic category plans based on organisational goals, forecast demand, market research and whole of life cost analysis to optimise value for money outcomes whilst meeting Portfolio/College stakeholder needs and expectations.
- Forecast and develop a sourcing pipeline, and engage Strategic Sourcing Specialists for the execution of go-to-market initiatives
- Develop initiatives to improve spend under influence and Portfolio/College compliance with the support of the Procurement Operations team
- Build trusting relationships with Portfolios/Colleges and implement category management plan to meet their needs while identifying internal demand management opportunities
- Identify and manage commercial, contractual, operational, financial, reputational, ethical and supply chain risks to minimise negative impacts on category objectives
- Provide expert advice to key stakeholders on all aspects of procurement and the procurement category, to encourage innovative practices and support delivery of process and policy directions
- Collaborate with the wider category and vendor management team and cross-functional working groups to achieve a high level of performance, integration and consistency in procurement across the category
- Own end to end commercial, performance and risk management for assigned categories, strategic suppliers and panel arrangements, including setting and monitoring KPIs, ensuring contractual compliance, driving continuous improvement and identifying value opportunities to deliver strong commercial and operational outcomes.

Key Selection Criteria

Where appropriate, the Key Selection Criteria should align with the **Be, Know, Do** framework—focusing not only on the skills and knowledge (**Know**), but also the behaviours and attributes (**Be**), and the ability to apply them effectively in the role (**Do**).

Essential:

- Demonstrated experience leading complex category and vendor management activities, including the development and implementation of category and vendor management strategies, sourcing pipelines and go to market initiatives using analytics, market insights and leading practice tools.
- Proven ability to deliver sustainable commercial outcomes, including value for money, cost improvement, supplier performance and risk management outcomes.
- Strong commercial acumen, with the ability to apply procurement expertise, policy requirements and process improvement in a complex stakeholder environment.

- Proven ability to build and maintain effective relationships with senior stakeholders, suppliers and cross functional teams, using sound judgement, influence and collaboration to support business needs and deliver outcomes.
- Sound technical knowledge of relevant categories, or the demonstrated ability to quickly build category knowledge and apply it effectively to category strategies, projects and innovation.
- Demonstrated ability to use data, spend analysis and performance insights to inform decisions, prioritise initiatives, manage demand and drive measurable outcomes.

Desirable:

- Experience leading or influencing cross functional teams in a matrix environment to deliver category, supplier or commercial outcomes.
- Experience managing senior supplier relationships to improve service delivery, performance, value and supply chain outcomes.

Qualifications

Relevant tertiary qualification and / or experience.

Preference for: relevant professional procurement, contract management or supply chain qualification, or individuals interested in pursuing these.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.