



Senior Category Manager (IT & Professional Services) Candidate Information

December 2025

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public. We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Procurement Team, Finance

The ICR is establishing a category approach with a focus on embedding sustainability through the procurement life cycle. The role holder will be responsible for ensuring a suitable strategic approach, operational planning and delivery for IT & Professional Services.

Senior Category Manager (IT & Professional Services)

This Category Manager's primary role is to establish a category approach to the procurement and contract management of goods and services within the IT & Professional Services Category. Collaborating with stakeholders to ensure compliant processes which emphasise sustainability, meet business needs, supports ICR strategy and deliver value for money

Our mission
is to make the
discoveries that
defeat cancer.

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

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Job description	Department / division:	Procurement Team, Finance Dept
	Pay grade / staff group:	Professional Services 2
	Hours / duration:	Full time (35 hours per week), Monday to Friday.
	Reports to:	Head of Procurement
	Accountable to:	
	Main purpose of the job:	This Category Manager’s primary role is to establish a category approach to the procurement and contract management of goods and services within the IT & Professional Services Category. Collaborating with stakeholders to ensure compliant processes which emphasise sustainability, meet business needs, supports ICR strategy and deliver value for money

Duties and responsibilities:

Establishing a Category Approach

Carry out the required spend, stakeholder and supplier analysis to establish and maintain a suitable category strategy for IT and Professional Services
Develop and implement detailed procurement pipeline plans covering IT and professional services, in support of the ICR sustainability goals.
Establish partnerships with category stakeholders to build a collaborative and strategic approach to achieve value for money and sustainability in all procurement and contract management activities in IT & Professional Services.

Procurement & Contract Management Activities

Maintain effective relationships with stakeholders, suppliers, technical staff and colleagues to develop best practice and innovative procurement. Give them commercial insight, training and process improvements to support their strategic planning and operational activity.
Provide leadership and commercial expertise to ensure the delivery of IT and Professional Services pipeline activities, delivering best practice throughout the procurement life cycle

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Oversee contract management and supplier relationship management for your category with the aim of maximising sustainability and value to the ICR. Provide commercial expertise and support to decentralised contract managers whilst maintaining overall responsibility.
Continually monitor relevant markets to keep abreast of developments, risks and opportunities, frameworks, relevant legislation, procurement case law and regulatory requirements
Promote understanding of and engagement with procurement and contract management, through existing routes, as well as innovative communication and data sharing approaches
Deputise for the Head of Procurement when necessary.

Sustainability Focus

Adopt and drive strategies to embed ICR Sustainable Discoveries goals into the entire procurement lifecycle ensuring impactful innovations.
Ensure the ICR's sustainability goals are well communicated in the sourcing of suppliers balancing value with sustainable impact
Imbedding relevant ESG metrics and a collaborative approach to contract and supplier management to mitigate risk and ensure supplier performance against sustainability KPIs
Develop category knowledge to identify and address ESG risks and opportunities and optimise data from the supply chain to inform ICR decision making and strategy development
Continually develop understanding of and advocate for ESG best practice, regulatory compliance and embracing industry trends

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

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This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Person specification

Education and Knowledge

Honours degree or equivalent (e.g MCIPS).	Essential
IT and Professional Services category management experience (minimum 5 years)	Essential
Experience of developing and implementing a category approach in IT and/or Professional Services	Essential
Knowledge of a variety of procurement and contract management solutions, from sourcing and eTendering to contract management.	Essential

Skills

Excellent stakeholder management skills, including negotiation, influencing, relationship building and the ability to deal with difficult situations.	Essential
Understanding and managing procurement risk and ability to provide expert advice	Essential
Strong analytical skills, ability to deal with complex commercial and contractual matters.	Essential
An innovative and flexible attitude with an enthusiasm for process development and improvement.	Essential
Ability to prioritise and meet deadlines.	Essential
Sufficient technical understanding to be able to consult with subject category experts and work with strategic IT and Professional services suppliers	Essential

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact the Talent team for further information by emailing talent@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.