

# Candidate Pack



South of England  
Procurement Services

Are you looking to join a local NHS Procurement team?

At NHS South of England Procurement Services, you will join a dynamic and like-minded team, with 60 members working collaboratively across three sites. You will have an opportunity to take your career to the next level and reap all the benefits as a valuable member of the NHS workforce.

Our patients come from all walks of life; we recruit great people from a wide variety of backgrounds making our NHS stronger. We want to get it right for patients, colleagues & our community where we also help to save money to be invested back into the NHS. If you want to leave work every day knowing what you've done really matters, you will be in the right place!

## Job Description

**Title: x4 Assistant Category Specialists  
1x Post in the clinical team & 3 posts in non-clinical team.**

**Band: 4 Hours of Work: 37.5 hours per week**

***\*Current Location: Manor Court, Fareham PO15 5TH with a relocation in February 2024 to North Harbour, Lakeside, PO6 3EN.***

## Benefits of Joining NHS South of England Procurement Services:

- Supported career development opportunities, clear career progression pathways with personal development plans. Availability of a range of training and development courses offered by Portsmouth Hospitals University NHS Trust.
- 27 days annual leave (plus bank holidays), increasing to 29 days after 5 years of service, and 33 after 10 years of service.
- Funded support to complete your Chartered Institute of Procurement and Supply Qualifications (CIPS), via the self-study route & free Corporate Membership
- Hybrid working: 3 days in the office/2 days working from home after induction period. No weekend working.
- The NHS offers one of the most generous pension schemes on offer in the UK. Benefits include employer contributions, annual increases to your pension, family benefits and ill health benefits.
- Health & Wellbeing: Supporting staff's mental health and wellbeing with our dedicated Employee Assistance Programme
- Free eye test & annual Flu/Covid inoculations
- Free car parking at Procurement office sites.
- Access to NHS discounts with a range of retailers through Blue Light Card. You'll have unique access to NHS discounts schemes including discounts in high street stores, insurance companies, holiday firms and restaurants.
- Access to procurement training courses and conferences via the Skills Development Network and Healthcare Supply Association (HCSA).
- Team away days / social events.

**Band 4 – Assistant Category Specialist**

## Job Purpose

- Opportunity to give back to your local NHS Trust by supporting an end-to-end Procurement Service.
- Work with a variety of NHS staff such as Clinicians, Care Group Managers, Finance and Supply Chain teams to meet the purchasing needs of clinical departments.
- Identifying and implementing Savings

## Organisation Summary:

NHS South of England Procurement Services (SoEPS) provides end-to-end procurement and supply chain services for Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust as well as other NHS Clients including Hampshire and Isle of Wight Integrated Care Board (ICB). The position is currently based in our procurement office in Segensworth.

There are 4 vacancies for this role, one in Clinical team & three in the Non-Clinical team.

This is a fantastic opportunity to join a fast-paced working environment and interesting department. You will meet different challenges every day and the successful candidates will be an integral part of the team providing a first-class procurement service.

There will be a requirement for all post holders to be mobile and attend meetings at client sites, so travel across the geographical area will be expected.

If you have any questions about the role, please contact

**Clinical** Hayley Petts : 01489 779 608 or by email [hayley.petts@porthosp.nhs.uk](mailto:hayley.petts@porthosp.nhs.uk)

**Non Clinical** Holly Smith: 01489 779 736 or by email [holly.smith@porthosp.nhs.uk](mailto:holly.smith@porthosp.nhs.uk)