

SINGLE CORPORATE SERVICES

Procurement and Supply Chain

Job title:	Assistant Supply Chain Coordinator	To be completed by HR
Reporting to:	Deputy Supply Chain Manager	
Accountable to:	Head of Supply Chain	
Pay Band:	2	<i>Job Reference Number</i>

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

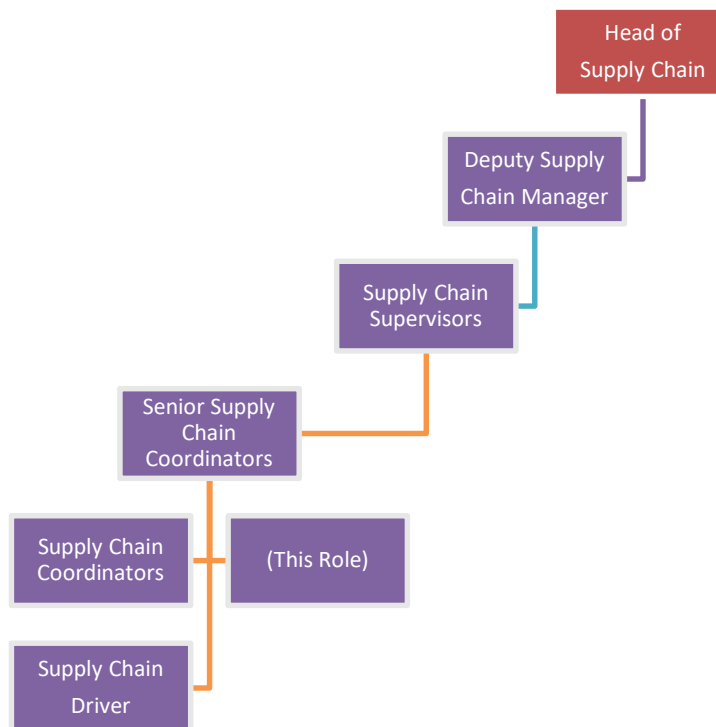
Job purpose

- To accept, check and receipt onto the procurement system, all deliveries of goods required for Isle of Wight Healthcare NHS Trust
- To represent the department and deal with customer queries and complaints in a professional and positive way.

Job summary

- Proactively and positively contribute to the successful overall performance of the Trust.
- Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
- Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
- Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
- Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
- Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
- Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.

Organisational Chart



Specific Core Functions

- Process routine information advising customers and work colleagues using persuasive skill to maximise cost effectiveness within the Supply Chain.
- Understand and follow routine Supply Chain Receiving Procedures to ensure the agreed levels of service are achieved.
- Maintain an acceptable working relationship with hospital departments ensuring quick and effective response to enquiries.
- Undertake any other assignments or duties allocated by the appropriate senior staff member.
- Take responsibility for ensuring goods delivered are correct against original order specification and suppliers delivery documentation.
- Take responsibility to ensure accurate data entry is carried out to meet input deadlines within supplies systems.
- To ensure the goods are made available in a timely manner for distribution on site by the portering services.
- To ensure that all delivery documentation is filed in such a way to allow quick and easy retrieval when required.
- Frequently works alone under guidance from the appropriate senior staff member on routine decisions whilst operating standard procedures.
- Ensure The Receipts and Distribution Point is maintained in a tidy condition to meet current Health & Safety regulations.
- Ensure adequate manual handling equipment is available to carry out routine lifting duties in a safe environment in line with the Trust Policy.

Communication and Working Relationships

- Communications will involve tact and persuasive skills whilst providing advice, instruction to individuals or to groups.

Analytical and Judgement

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- The post holder organises own day-to-day work tasks or activities.

Physical Skills

- The post has minimal demand for work related physical skills.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder is responsible for implementing policies within a team/department and proposes changes to working practices or procedures for own work area.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

Management/Leadership

- The post holder

Information Resources

- The post holder records personally generated information.

Freedom to Act

- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

Physical effort

- Frequent moderate physical effort is required for several long periods every day to accept goods into the receipt and distribution point, sort, and make available for onward delivery to wards and departments.

Mental effort

- The work pattern is unpredictable due to the requirement to respond to urgent requests from Trust managers and Suppliers.
- A substantial proportion of the working day is spent using a computer which requires prolonged periods of concentration.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Education to GCSE or equivalent, including Mathematics and English	Warehouse or general retail experience Training in moving and handling goods. Working towards an NVQ qualification	
Experience	Experience of working in a service industry		
Knowledge	Ability to use a personal computer with knowledge of word processing, and Windows applications. Working knowledge of clerical and financial procedures. Ability to communicate in written and oral English. Ability to understand and work with financial, administrative and personnel processes and practices. Purchasing Procedures workshops. Good interpersonal skills Good administration skills Well-developed influencing skills across hierarchies and disciplines Ability to act and ensure delivery Responsive and flexible attitude and approach.		

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all times; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures.
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully, and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.