

## SINGLE CORPORATE SERVICES

### Procurement and Supply Chain

<b>Job title:</b>	Procurement Specialist	<b>To be completed by</b> <b>HR</b>
<b>Reporting to:</b>	Head of Procurement	
<b>Accountable to:</b>	Associate Director of Procurement	<b>Job Reference</b> <b>Number</b>
<b>Pay Band:</b>	5	

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.

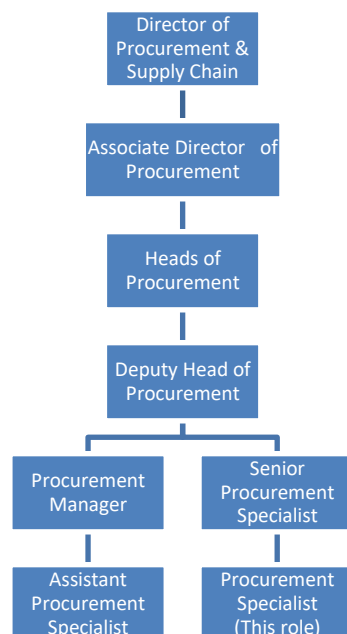
As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

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

- Take responsibility for the procurement of both digital and health related services by delivering low to medium value contracts, providing advice to clients on procurement strategy, and risks, under supervision of line manager.
- To support the delivery of an efficient and effective procurement and contracting service to meet customer requirements ensuring the best value for all organisations served and to promote this service to all users.
- To provide procurement support to the Procurement Team to enable the team to provide an excellent service to its clients.
- Ensuring all Trust non-Pay \ Agency expenditure is commercially evaluated.

#### Organisational Chart



## **Specific Core Functions**

- Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
- Support team members to deliver on their functionally relevant objectives through offering advice, guidance, and support as appropriate.
- Ensure that approved budgets are spent effectively and in accordance with agreed procedures.
- Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated.
- Build and sustain effective communications with other roles involved in the shared services as required.
- Maintain and continuously improve specialist knowledge in any aspect of Health Service Procurement which significantly contributes to the Client and SoEPS' s stated objectives & aims.
- Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
- Undertake proactive horizon scanning for either developments relating to SoEPS work or opportunities for SoEPS involvement around health issues.
- Increase the level of knowledge & skills within SoEPS through documenting key learning and supporting others to develop their professional abilities.
- Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
- Ensure that expertise is seen as a resource within and outside SoEPS and form working partnerships with government departments, national agencies, and key stakeholders.
- Develop structures, systems, ways of working and personal values that will support the Trust's sustainable development objectives regarding issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.
- Participate in the training and development with colleagues and clients to enable professional development and contribute to overall objectives of the department.
- Lead on the development of templates used by the team and take ownership of amendments of templates and adoption as agreed by Senior Management or at Team Meetings

## ***Significant Working Relationships***

### ***Communication and Working Relationships***

- Communications will involve complex information where persuasive, negotiating skills are required.

### ***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**

- Assist in the training of all new employees and demonstrate all working procedures by Supply Chain and stock data entry.

**Information Resources**

- The post holder records personally generated information.

**Freedom to Act**

- Understanding of a range of routine work procedures possibly outside immediate work area, which would require a combination of on-the-job training and a period of induction.

**Physical effort**

- A combination of sitting, standing and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

**Mental effort**

- The work pattern is unpredictable due to the requirement to respond to urgent requests from Client 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	Good general standard of education including Mathematics and English		

	<p>Language to NVQ 4 or relevant equivalent.</p> <p>Must be prepared to work towards the completion of the Chartered Institute of Procurement &amp; Supply (CIPs) or equivalent.</p> <p>Willingness to develop self into a full Procurement Specialist role (for healthcare related and digital contracts) over time.</p> <p>Appreciation and understanding of the term “whole life costing.”</p>		
<b>Experience</b>	<p>Experience of persuading and influencing others to lead change.</p> <p>Experience of competitive quotations and tenders</p> <p>Experience of a customer service and engagement environment</p> <p>Experience of working within the public sector</p> <p>Experience of public or major corporation procurement</p>		
<b>Knowledge</b>	<p>Specialist procurement knowledge</p> <p>Competent with Word, Excel, and Access</p> <p>Good Communication skills: written &amp; oral to explain processes, offer advice and influence decision making.</p> <p>Forward thinking with good project management skills</p> <p>Interpersonal, able to work as part of a large team.</p> <p>Able to use initiative and work independently.</p> <p>Well organised, able to prioritise workload.</p> <p>Clearly manage priorities in order to meet specific deadlines.</p>	<p>Knowledge of providing procurement solutions for Digital or Information Management &amp; Technology requirements</p>	

	<p>Express ideas clearly both orally and in writing and listen actively.</p> <p>Create, develop, and maintain working relationships with all clients to achieve corporate and team objectives</p>		
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### 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.