

SINGLE CORPORATE SERVICES

Procurement and Supply Chain

Job title:	Operational Buyer	To be completed by HR
Reporting to:	Senior Buyer	
Accountable to:	Head of Procurement	
Pay Band:	3	Job Reference Number

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 well as Hampshire and Isle of Wight ICB.

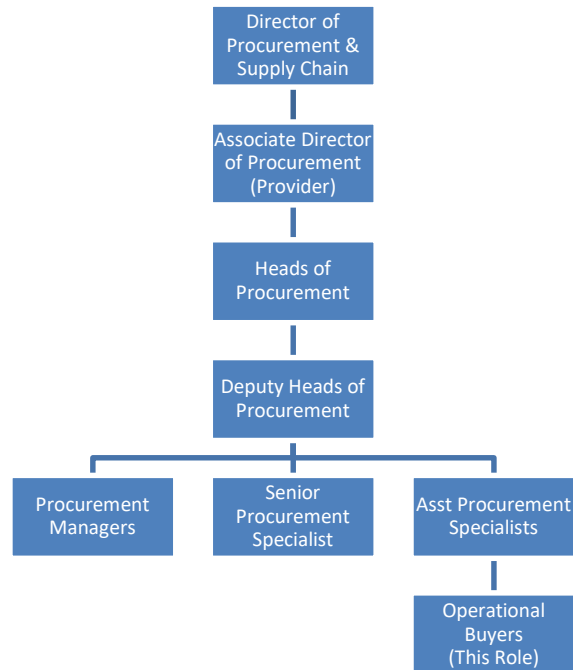
Job purpose

- To provide a customer focused end to end tactical buying service including raising requisitions into purchase orders, resolving invoice queries, and sourcing Trust requirements via the eProcurement System.
- To provide specialist day to day SBS Procurement knowledge across the client base and to provide administration support to the Procurement team.
- To act as an ambassador for the department, influence end user's choice of products and make sure all queries and complaints are dealt with 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 the Trusts core values 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

- Provide specialist day to day SBS Procurement knowledge across the client base.
- When required, assist with loading, deletion, and maintenance of electronic catalogues relevant to the client organisation to ensure availability of catalogues for replenishment, liaising with the Procurement Specialists as appropriate.
- Complete quotation exercises as required. Negotiate (face to face or over the telephone) with suppliers and user departments to ensure optimum value for money.
- Take an active role in the development and delivery of the annual Procurement work plan by analysing spend reports and identifying from trends new opportunities to save money across the client base.
- Support in the development and implementation of departmental procedures and policies in relation to operational procurement.
- Undertake procurement in line with purchasing legislation and Trust Standing Orders and Financial Instructions for all revenue and capital projects.
- Update records on the Atamis database.
- Participate in the training and development of new systems and ways of working when required.
- Understand the information produced by Procurement Business Intelligence how to identify frequently ordered items which should instead be added to catalogues.
- Turn requisitions in to purchase orders, adding value at every opportunity, when required.
- Assist as and when required with assignments or duties allocated by the appropriate senior staff member.
- Provide verbal guidance to requisitioners and bring to their attention the written guidance / procedures available to enable them to raise requisitions and pay invoices.

- To assist with the responsibility of following up on items ordered and not received.
- Advise customers to make use of existing contract/purchasing agreements as necessary prior to the placing of orders, ensuring value for money is obtained.
- Assist with the identification and evaluation of new/alternative products.
- Manage invoice queries related to orders placed, investigate errors and holds to ensure suppliers are paid within NHS 30-day payment terms.
- Take responsibility for the purchase of goods by delivering a portfolio of low value contracts and develop new and innovative methods of evaluating quotation returns to maximise commercial opportunities.
- Support in the development and implementation of departmental procedures and policies in relation to operational procurement.
- Encourage the use of Procurements Supply Chain Team to manage stock levels on behalf of clinical departments.

Significant Working Relationships

Communication and Working Relationships

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

Analytical and Judgement

- Judgements involving 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.

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

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.

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.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare/unlikely.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Good general standard of education including Mathematics and English Language Knowledge of procurement department procedures for catalogue management gained through on the job training. Good customer service skills	NVQ 3 in Supply Chain Management or Level 2 of CIPS Experience of using a procure to pay system e.g., Oracle Working knowledge of public sector procurement processes	
Experience	Ability to communicate in written and oral English. Ability to operate a personal computer with knowledge of word processing, spreadsheets, database, and presentation software. Ability to understand and work with financial, administrative and personnel processes and practices. Good Communication: written & oral at all levels. Interpersonal, able to work as part of a large team. Able to use initiative and work independently. Well organised, able to prioritise workload	Competent with Word, Excel and electronic cataloguing and procurement systems to an intermediate level Be able to identify trends from statistics in order to plan future areas of expenditure which could generate savings opportunities.	
Knowledge		Experience of negotiating with suppliers and customers in a large organisation and a track record of achieving significant cost reductions. Experience of obtaining competitive quotations	

		Knowledge of procurement department procedures for catalogue management gained through on the job training.	
		Specialist day to day procurement knowledge	

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with 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.
- To perform your duties to the highest standard with regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- 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 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 core 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.