

SINGLE CORPORATE SERVICES

Procurement and Supply Chain

Job title:	Senior Procurement Specialist	To be completed by HR
Reporting to:	Procurement Manager	
Accountable to:	Associate Director of Procurement	Job Reference Number
Pay Band:	6	

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.

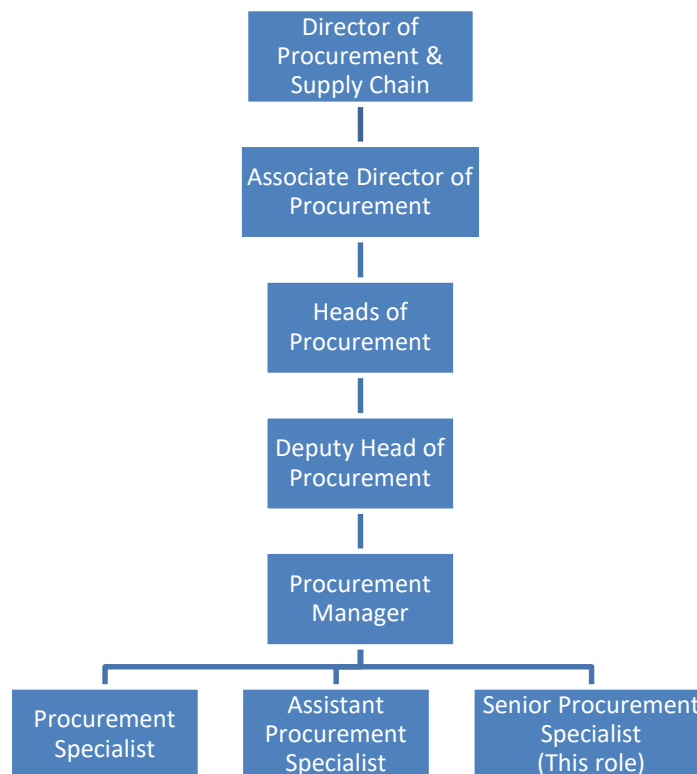
As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

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

- Develop new and innovative methods of ensuring efficient processes internally and deliver best value for money externally. Be responsible for maintaining a log of 'lessons learnt' and implementing any subsequent actions to ensure continuous improvement of the department's performance.
- To take lead responsibility for delivering high value and complex procurement.
- Responsible for income generation projects and in particular be the Equipment Disposal Lead for a Trust.

Organisational Chart



Specific Core Functions

1. Provide specialist procurement knowledge across a broad spectrum of commodity areas. Take responsibility for the purchase of goods by delivering a portfolio of complex and high value contracts and develop new and innovative methods of maximising cash releasing benefits.
2. Produce Official Journal of the European Union advertisements, complex tender, and contract documentation for an agreed portfolio of contracts. Negotiate with suppliers and user departments to ensure optimum value for money and strong partnerships are maintained.
3. Work closely with user departments to ensure they produce complete, accurate and relevant specifications and weighting criteria for goods and services. Offer commercial/contractual advice and guidance to CSCs for all goods and services as required.
4. Be responsible for the day-to-day supervision and management of a Procurement Specialist, taking responsibility for allocation of work, appraisals, training and assisting with their development.
5. Deputise and assume responsibility to resolve issues in the absence of the Procurement Manager and/or Head of Procurement.
6. Attend and support tender adjudication meetings acting as chairperson or secretary and providing procurement support as required.
7. Take an active role in the development and delivery of the annual Procurement work plan, identifying areas for further savings and added value, taking ownership of CSC procurement targets. Identify new areas for contracting and work with Directorates/CSCs to successfully implement changes, trials, and R&D activities.
8. As part of the tender process research commodities and markets. Prepare and analyse evaluation sheets. Use the Attamis E Tendering Solution for all tendering activity to ensure it is used to its maximum capability. Use Excel to create / format databases and spreadsheets and be responsible for output and ongoing development.
9. Support in the development and implementation of departmental policies and procedures, impacting across the Trust. Be an active 'Procurement Champion' in a specialist subject to share knowledge with others.
10. Take responsibility for the maintenance of the team's Work plan and Database to ensure it's always up to date and effective reports are available as and when required to monitor performance of targets.
11. Participate in the training and development of colleagues and Trust staff to enable professional development and contribute to overall objectives of the department.
12. Make assessments and advise Procurement Specialists and Procurement Managers of best value for money rates e.g., National Framework or local tender.
13. Be responsible for income generation projects and in particular be the Equipment Disposals lead for a Trust and lead any capital equipping projects.
14. Be the main lead within the team for promoting continuous improvements in the performance of the team and sharing good practice using lessons learnt logs and other visual tools.

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 relatively predictable due to the requirements of the annual work plans however unforeseen requests from stakeholders can impact on the workload and due attention is required to requests from clients.
- 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	<p>Knowledge of professional purchasing principles acquired through Degree or Chartered Institute of Purchasing and Supply (CIPS) and relevant training and experience.</p> <p>Demonstration of strong supplier and customer partnerships</p>	Prince 2 Practitioner (project management)	
Experience	<p>Expertise in Contract Management and EU Procurement obtained via formal training as well as significant experience.</p> <p>Evidence of significant experience of negotiating contracts in a large organisation and a track record of achieving significant cost reductions and adding value activities</p> <p>Experience of complex competitive tenders/quotations</p> <p>Experience and training in contract management</p> <p>Experience of demonstrating new and innovative methods of achieving savings</p>	<p>Evidence of significant experience of Project management experience or equivalent qualification</p> <p>Experience of working within the public sector</p> <p>Experience of proactive category management</p>	
Knowledge	<p>Sound knowledge of EU procurement and contract management to be able to provide specialist advice.</p> <p>Competent with Word, Excel, and Access</p> <p>Good Communication: written & oral at senior manager level.</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>		

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.