

Job Description

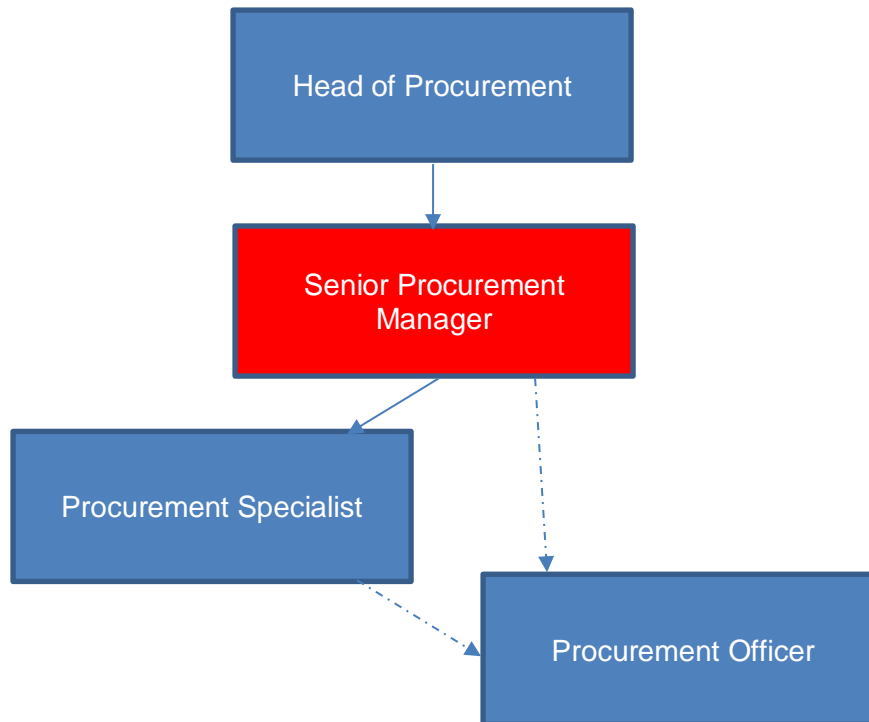
Job Details

Job Title:	Senior Procurement Manager (Derby and Derbyshire)
Band:	8B
JE Reference:	880-702
Team:	Clinical Procurement and Market Management
Location:	Any base within the AGEM footprint/Working from Home
Responsible to:	Head of Procurement

Job Purpose

- To work as part of a dynamic specialist Clinical Procurement and Market Management team within Arden and GEM Commissioning Support Service
- To deliver a strategic Clinical Procurement and Market Management service for customers, leading on specific categories within a portfolio of projects/programmes that delivers high value, improved patient care and cost efficiency savings
- Lead the procurement function for a designated team across a flexible customer base
- Assist the Head of Procurement in the delivery of the annual work plan ensuring performance to key milestones and agreed key performance indicators are achieved
- To deliver guidance and advice, ensuring projects are legally compliant and developed in line with national guidance
- The post is responsible for providing professional expertise to the outcome of the business processes for the Directorate
- The post holder will define current processes, facilitate discussions, and advise colleagues as to how best practice might be adopted in the definition of future processes, document those processes as they are agreed and oversee their delivery
- The role is designed to build a combination of subject matter expertise and technical skills to develop a strong service and delivery for customers

Structure Chart



Core Duties and Responsibilities (Key Result Areas)

The specific requirements of this role are as follows:

- To own the delivery of the clinical procurement and market management service ensuring we are meeting our customers' needs and overall business objectives are achieved across the customer base
- Work with the customers to develop and deliver a robust work plan that will meet the needs of the Healthcare community and deliver benefits to the wider population.
- To lead the management of category(s) associated with this role, ensuring specialist knowledge is maintained, together with up to date category intelligence at national, regional and local levels
- To assist the Head of Procurement in work undertaken with other partner CSU's where appropriate, to develop category plans at a national, regional and local level
- To work across multiple geographies in a matrix management form to bring category expertise to where it is required
- To support and liaise with fellow category leads/specialists to ensure category expertise is brought to the geography associated with this role
- Provide support, guidance and overall management to the team to ensure all procurements are delivered in an efficient and timely manner ensuring that all key performance indicators are achieved
- Be responsible for the day-to-day range of staff management matters which include responsibility for supporting appraisals, development of staff, recruitment and where necessary processes such as performance management, grievance and disciplinary matters
- Allocate workload across the team and work flexibly with other teams across the organisation to contribute to overall delivery of the workplan

- To manage the devolved budget for the designated customer base
- Work on collaborative procurement projects across a diverse range of stakeholders, including clinical leads, to meet key milestones and performance indicators
- Work closely with local stakeholders in identifying work priorities and deliverables to inform local and regional work plans
- Work with all internal departments in pursuing procurement excellence through the implementation of efficient and effective procurement projects within key markets.
- To deliver against key performance indicators and project/programme milestones, meeting all customer objectives and produce significant results within key markets
- To develop strong customer/stakeholder relationships including at executive/board level to ensure project compliance and appropriate specialist input into the successful delivery of procurement and any service improvements
- Uses robust data to research to analyse project specific outputs and support the effective delivery of a procurement or service improvement
- Carry out appropriate market analysis to identify current market performance, identify the main features of the market and the characteristics of the demand and supply side of the market
- Use analytical skills and all available data to identify the appropriate market intervention strategy to deliver the required improvements in patient care and identified project objectives
- Systematically monitor and develop strategies to manage barriers to entry for new entrants and barriers to expansion for incumbents
- To effectively manage sourcing and procurement processes that translate into robust procurement projects and complies with EU legislation, procurement guidance and national legal frameworks
- To ensure all procurements are legally compliant and are developed in accordance with national guidance
- Provide specialist procurement expertise and product/service specifications to ensure procurement and supply chain deliver optimum service delivery, incorporating best risk management philosophies
- Develop relationships with strategic providers to maintain service delivery performance and maintain a working knowledge of changing market conditions
- Lead and support project/programme transition process to ensure the effective and efficient implementation of new services and the associated provider(s)

Key Working Relationships

- The post holder will be required to communicate and provide highly complex information to a wide range of internal and external stakeholders to include at an executive level
- Ability to build and develop professional relationships in highly political and sensitive environments
- Present highly complex information about projects, initiatives and services to a wide range of stakeholders in a formal setting.
- Commit to working and engaging constructively with internal and external stakeholders on a range of contentious issues
- Nurture key relationships and maintain networks internally and externally, including national networks

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.



The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

Communication and Relationships

- The post holder will be required to communicate and provide highly complex information to a wide range of internal and external stakeholders
- Present highly complex information about projects, initiatives and services to a wide range of stakeholders in a formal setting
- Commit to working and engaging constructively with internal and external stakeholders on a range of contentious issues
- Nurture key relationships and maintain networks internally and externally, including regional and national networks
- Support collaborative working across the CSU
- Assist with customer relations and marketing activities
- Assist with Freedom of Information requests, keep under review the framework and in accordance with the legislation
- To operate in a highly political and sensitive environment

Analytical and Judgemental

- As senior procurement manager work internally and externally to deliver projects, initiatives and services on time and in a cost-effective way
- Support the category and customers, in demonstrating value for money for the current contracts through analysis, benchmarking and presentation of key benefits

Financial and Physical Resources

- Responsible for agreeing the cost for each procurement/project and the allocation of appropriate staff resources to ensure the project is delivered in line with costs and customer expectation
- Co-ordinate the programme, monitoring expenditure against projects
- Provide financial reports to Head of Procurement and the Senior Management Team, as required
- Provide advice and prepare strategic reports and briefings for directors and stakeholders
- In depth analysis, interpretation and production of complex reports including those of a financial nature
- Act in a way that is compliant with Standing Financial Instructions in the discharge of this responsibility
- Constantly strive for value for money and greater efficiency in the use of resources and to ensure that they operate in line with financial obligations

HR Responsibilities

- Responsible for the day-to-day staff management, which includes responsibility for supporting appraisals, development of staff, recruitment and where necessary, processes such as grievance and disciplinary matters
- Responsible for an individual's development on the job and job performance management
- Work in conjunction with line managers and other job managers to assess and manage confidential information about an individual's performance and capability development

Information Resources

- Develop and retain accurate knowledge and information with regard to the category pertinent to this role and the procurement activities within that category
- Highlight exceptions and risks within categories and procurement activities, to ensure mitigating action can be taken to keep the procurement/project on track
- Drafting reports summarising status on issues, appraising outcomes, and providing progress reports for the Head of Procurement
- Collate as required, qualitative and quantitative information to allow a full picture of category and procurement programme position and undertake analysis to support future procurement activities
- Analyse, interpret and present data to highlight issues, risks and support decision making

Research and Development

- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting category data and information
- Deliver projects to comply with key performance indicators
- Co-ordinating Research & Development initiatives, delegating as appropriate
- To support the identification and sharing of best practice in employee engagement

Planning and Organisation

- Ensure projects and initiatives are delivered on time, to quality standards and in line with project costing, adjusting plans as required
- Support the strategic planning of Directorate projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary
- Support the development of performance and governance strategies and the development and implementation of improvement programmes
- Produce short, medium and long-term business plans, achieving quality outcomes
- Support procurement of scoping work on health services and resilience and translate outcomes into plans

Policy and Service Development Implementation

- Responsible for the interpretation of CSU/National policy and the development and implementation of local policy and procedure in the category pertinent to this role
- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLA's) which may impact within the Directorate
- Proposes changes to own project and making recommendations for other projects delivery

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

Effort and Environment

Physical effort

- The post holder will not be required to exert physical effort to carry out duties required for this role

Mental effort

- There is a requirement for the post holder to concentrate on work elements and there may be conflicting and competing requirements
- The role will require post holders to be deal appropriately with sensitive information

Emotional effort

- There may be exposure to distressing or emotional topics because of the clinical services required by our customer base.
- The aim of Arden & GEM CSU is to coach and support individuals through these work/life experiences.

Working conditions of the post

- Office based/Working from Home
- Requirement to travel to customer sites

Supplementary Duties & Responsibilities

Mobility

Employees may be required to work at any of the other sites within the organisation subject to consultation. The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to modification of structures and job descriptions. The post holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of your contract

Health and Safety

Employees have a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

Data Protection and Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of patient, client and staff records.

Smoking and Health

The organisation has a no smoking policy throughout its premises, including buildings and grounds.

Equality and Diversity

The organisation is committed to promoting equal opportunities to achieve equity of access, experience and outcomes and to recognising and valuing people's differences. This applies to all activities as a service provider and as an employer

Information Management and Technology (IM&T)

All staff are expected to utilise the relevant national and local IM&T systems necessary to undertake their role.



Flexible Working

The organisation is committed to offering flexible, modern employment practices, which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered.

Clinical Supervision

It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development for a minimum of four sessions per year. Clinical Supervision will be monitored via an annual Performance and Development Review (PDR).

Reasonable Adjustments

The organisation is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.





Person Specification

Post Title: Procurement Officer **Team:** Clinical Procurement and Market Management

Band: Band 8b

Base: Any base within the AGEM footprint/WfH

Criteria	Essential	Desirable	Stage Measured at: A – Application I – Interview T – Test P – Presentation
Education/ Training/ Qualifications	<ul style="list-style-type: none"> Registered full Member of the Chartered Institute of Purchasing and Supply (MCIPS) or equivalent experience Educated to Masters level or equivalent level of experience of working at a senior level in specialist area Extensive knowledge of specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent Evidence of post qualifying and continuing professional development Member of relevant professional body 	Project Management (Prince 2 Practitioner) or similar	
Experience	<ul style="list-style-type: none"> Understanding of the commissioning function within NHS England Developed procurements that complied with EU 		



Experience	<ul style="list-style-type: none"> • Worked within a complex procurement environment with uncertainty and changing demands • Demonstrable evidence of developing Business Cases across a diverse range of stakeholders • Awareness of public sector procurement policy, the political and clinical context, and the implications of these on commercial decisions • Has worked within defined category areas of spend • Procurement law • Carried out cost, price and demand analysis management • Carried out market analysis to define specific market interventions • Managed supplier relationship • Worked with clinical leads to influence specification design • Carryout out service transition or service implementation projects • Developed and designed legal contracts • Business acumen and the ability to influence and manage commercial opportunities across the continuum of care and multi-organisations within complex networks • Evidence of planning and delivering programmes and projects and services on time • Previously responsible for a budget, involved in budget setting and working knowledge of financial processes 	<ul style="list-style-type: none"> • Have an appreciation of the relationship between the Department of Health, NHS England and individual provider and commissioning organisations • Have an understanding of the background to and aims of current healthcare policies and appreciate the implications of this on engagement 	
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Skills and Abilities	<ul style="list-style-type: none"> • Developed communication skills for delivering key messages to a range of stakeholders both internally and externally (including outside the NHS) at very senior levels. • Good presentation skills • Ability to use informed persuasion to influence others. • Ability to identify risks, anticipate issues and create solutions and to resolve problems • Ability to understand a broad range of complex information quickly and making decisions where opinions differ/no obvious solution • Proven success in managing internal and external senior stakeholders in large-scale transformation and getting their cooperation • Ability for financial and staff Management • Ability to work without supervision, providing specialist advice to the organisation, working to tight and often changing timescales interpreting national policy for implementation. • Problem solving skills and ability to respond to sudden unexpected demands. • Strategic thinking – ability to anticipate and resolve problems before they arise. • Ability to deliver at pace in a complex environment. • Ability to use Microsoft Office, Word and Excel • Ability to identify risks, anticipate issues, create solutions and to resolve problems in relation to project or service delivery • Ability to understand a broad range of complex information 	<ul style="list-style-type: none"> • Experience in mapping commercial processes structuring workstreams, and pinpointing opportunities 	
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	<p>quickly and make decisions where opinions differ/no obvious solution</p> <ul style="list-style-type: none"> • Ability to work without supervision, providing specialist advice to customers and the organisation, working to tight and often changing timescales • Ability to interpret national policy for implementation • Ability to consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and has the ability to take actions which support and promote this agenda • Ability to work in a team environment • Ability to motivate both self and others • Ability to see both details and the bigger picture • Ability to embrace change, viewing it as an opportunity to learn and develop • Ability to analyse and interpret financial information, including budgets • Ability to manage and motivate staff in a complex and fast-moving environment 		
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Knowledge	<ul style="list-style-type: none"> • A broad understanding of the NHS, wider public procurement and have worked in a commercial environment • Contract terms and conditions design and development • Public sector procurement and EU law and its implementation nationally (contracting regulations) • Working knowledge of market assessment and defining strategic outcomes • Working knowledge of procurement processes and policies • Working knowledge of specification design and development • Customer relationship management • Knowledge of social value, sustainable procurement and ethical purchasing • Knowledge of current regulatory landscapes across procurement in health care and non health care products and services • Must have an appreciation of the current NHS organisation and its make up • Working knowledge of Microsoft Office with keyboard skills 	<ul style="list-style-type: none"> • Experience in mapping commercial processes 	
Interpersonal Skills	<ul style="list-style-type: none"> • Ability to develop communication for delivering key messages to a range of stakeholders both internal and external at all levels • Ability to present complex concepts and ensure the understanding of the audience • Ability to influence and persuade others 		

Special Aptitudes	<ul style="list-style-type: none"> • Awareness of equality and valuing diversity principles • Understanding of Confidentiality and Data Protection Act • Demonstrates honesty and integrity and promotes organisational values 		
Other	<ul style="list-style-type: none"> • Car driver/owner or reasonable alternative to travel between customer sites 		

The organisation is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate

