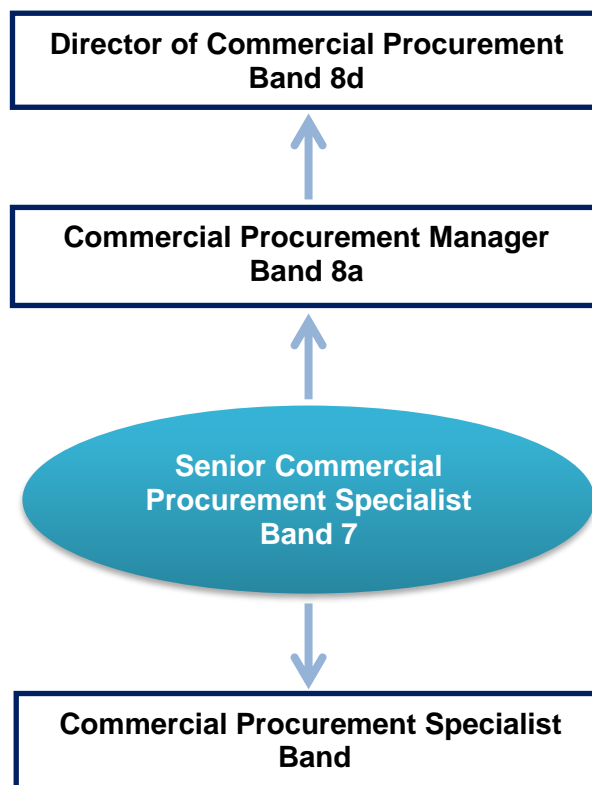




Welcome to the Countess of Chester

Senior Commercial Procurement Specialist Band 7



Your opportunity

Job Summary

The Senior Commercial Procurement Specialist is responsible for: contributing towards the delivery of the Trusts Procurement Cost Reduction Strategy; contributing towards the operational development of the commercial procurement strategy and the undertaking of wider commercial and procurement activities.

This includes the development of novel framework agreements to income generate and support the Small to Medium Enterprise (SME) engagement agenda. Further to this, the role also includes supporting the Director of Commercial Procurement in providing external Procurement and Supply Chain Management services to client organisations both within the Health Services and wider public and private sectors. Leading on any review projects within external organisations to support the generation of income into the Trust.

Responsibility:

The Senior Commercial Procurement Specialist is responsible for the proactive management of commercial procurement projects and initiative delivery. The Senior Commercial Procurement Specialist is responsible for assisting the training and development of any junior commercial procurement member of staff.

Accountability:

The Senior Commercial Procurement Specialist is accountable to the Commercial Procurement Manager, supporting all aspects of the Trusts Commercial Procurement Strategy and Operational Procurement Strategy where appropriate. The Senior Commercial Procurement Specialist is also accountable to any external clients in the delivering of set key performance indicators entered into under contract.

The list below is to outline the main duties involved however, this is subject to change and will vary within the given role. We ask all employees to be flexible in their role, to always ensure we are delivering Safe, Kind and Effective care.

Business Focus

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| <ol style="list-style-type: none">1. To lead on complex procurement projects for customers ensuring compliance with the latest EU Legislation and Public Contract Regulations.2. To lead on complex review processes to assess the procurement needs of external client organisations.3. To develop innovative procurement framework solutions to enable the generation of income.4. To be able to present procurement and business ideas to a range of stakeholders.5. To be able to lead on negotiations with an external marketplace.6. To be able to liaise with team members to apply relevant theoretical tools with the latest market knowledge to recommend appropriate supply chain strategies. |
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Customer Focus

1. To engage customers at all levels within both the internal organisation and external client organisations.
2. To set expectations, key performance indicators and financial targets with customers to the service.
3. To successfully negotiate with customers to agree overall strategic objectives.
4. To be able to successfully escalate issues within the appropriate routes.

Delivery Focus

1. To be able to plan and deliver own projects to an appropriate timescale.
2. To be able to work with others to plan their projects and ensure their delivery in an appropriate timescale.
3. To be able to set deadlines with both internal and external stakeholders.
4. To be able to work to financial saving targets and prepare reports on variances and in-year benefit phasing.
5. To be responsible for ensuring that the appropriate clinical, legal, financial technical and other advice is fully incorporated at all stages within procurement.

Leadership and Management and Developing a High Performing Commercial Organisation (policy)

1. To manage procurement /project process, working with multi – disciplinary teams effectively, and implementing performance management strategies to achieve results.
2. Establishes and supports/undertakes development activity to improve professional expertise.
3. To contribute to policy and processes in consultation with the Commercial Procurement Manager. to enable the department to act as a commercial body to provide business services to both internal and external client stakeholders.
4. To work proactively to set objectives and support others to achieve objectives, ensuring customer expectations are met.

Freedom to Act

1. To be able to act in an autonomous manner in making financial recommendations ensuring compliance with Standing Financial Instructions and the Scheme of Delegation.
2. To take the initiative to develop new and innovative commercial procurement solutions and contract opportunities.
3. To be able to strategise initiatives and produce briefing papers to both the Director of Commercial Procurement and all Stakeholder groups to ensure actions are aligned to the corporate objectives of the Trust.

All employees of the Trust have a responsibility for their own health and wellbeing, to inform their manager and seek timely support via the Trust's Occupational Health and Wellbeing department.

All employees of the Trust have the responsibility to comply with the Trust's infection prevention and control policies and procedures at all times. Strict adherence to effective hand hygiene is essential.

You have a responsibility to respond to any safeguarding children or adult concerns that you encounter in your everyday duties. You must report any concerns as appropriate to your immediate and the relevant safeguarding lead within the Trust.

Person specification

	Essential	Desirable
Qualification	Educated to Degree Level (or equivalent such as NVQ4, Graduate Diploma) within the appropriate specialism	Additional professional development certificate, such as ILM or PRINCE II
	Full Member of the Chartered Institute of Purchase and Supply, MCIPS accredited or actively working towards it. (Minimum Level 5 must have been achieved).	
	Evidence of continuing professional development through attendance of relevant courses. Should be able to demonstrate the latest knowledge of Procurement Legislation	
Knowledge and experience	Significant experience of managing complex projects	Experience of being responsible for procurement information systems
	Significant experience of procurement processes including undertaking complex Tender process at EU level	Demonstrable success in managing change projects involving stakeholders
	Significant experience of working with a range of stakeholders at all levels of different organisations	Understanding of the current issues impacting on the NHS in particular knowledge and understanding of the commercial healthcare landscape
	Significant experience in negotiating with other parties within the public sector and private sector	Experience of developing and delivering training and development interventions

	Experience co-ordinating the production of all the documentation required for the procurement process in liaison with other parties	Experience of service redesign within the NHS
Skills and abilities	Customer Service: Able to demonstrate impact and proactive customer relationship building	
	Communications: Highly developed interpersonal skills to communicate highly complex/sensitive information succinctly and in difficult environments: Ability to write clear reports appropriate for different audiences	
	Initiative & Problem Solving: Forward thinking with an innovative and creative approach to problem solving; being assertive and influencing in negotiation	
	Leadership: Highly effective leadership skills with the ability to effectively lead, manage, develop, influence and inspire a team of stakeholders	
	Relationship Management: Experience in developing effective working relationships with proven ability to manage conflict	
	Teamwork: Extensive experience supporting, coaching and being a team member	
	Quality & Professionalism: Successful confident, strategic thinker and forward looking having a flexible and adaptable approach	
	Organisation: Excellent level of planning and organisational skills with an ability to solve complex challenges	
Other	Advanced IT skills and proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, e-mail and internet use)	To actively support the development of a business culture that recognises and promotes equality and values diversity
		To act with complete independence and express highest levels of initiative

Membership of Professional Bodies		Full Member of the Chartered Institute of Purchase and Supply
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Occupational health

	What you need	Conducted by	Essential
Health screening	Paper documentation and health assessment	Occupational Health Nurse	Yes
Maintenance staff immunity required	Hepatitis A	Occupational Health Nurse	Yes, vaccination recommended
Please note that the above may vary dependent on job role and risk assessments. Should you need further clarification please contact the Occupational Health Department on 01244 365045			

Our culture

Our vision

We will improve the lives of our community and provide excellence in health and care, through partnership and innovation.

Our values

Our Trust values and behaviours guide the way we do things. Our values are:

- **Safe:** Avoiding harm and reducing risk to all
- **Kind:** Considerate and non-judgemental
- **Effective:** Consistently maximising resources to deliver excellent and reliable care.

Our behaviours

We expect our staff to demonstrate the following behaviours:

Behavioural Standards AT THE COUNTESS



Positive Attitude

to create a great environment for everyone

Take time to understand a situation and keep an open mind
 Look for the positives and explore ways to overcome obstacles
 Recognise and praise people for a job well done



Respect & Fairness

so that everyone feels valued

Treat everyone fairly and consistently
 Respect other people's views
 Understand the impact of your behaviour on yourself and others



Leading People

by creating an environment in which everyone can do their best work

Empower and coach people to make decisions and take action
 Provide support, recognition and encouragement to staff
 Hold to account staff whose performance does not meet our behavioural standards
 Be a role model and set the example for others



Achieving Excellence

to continuously improve our care

Strive to do the best you can
 Take responsibility for improvement
 Give constructive feedback and be receptive to feedback from others



Working Together

to get the best outcomes for everyone

Build effective and supportive relationships
 Recognise your contribution to the success of Team Countess
 Communicate clearly within and across our teams