

## Job description

<b>Position:</b>	<b>Contracts Manager</b>
Division:	Finance
Responsible to:	Head of Procurement
Responsible for:	Procurement Team
Reports to:	Head of Procurement
Salary:	
Band:	Band 6
Location:	East Surrey Hospital
Hours of work:	30
Disclosure required:	Yes

### Job purpose

- The effective, compliant procurement of goods and services with ever improving patient care as a key priority through Contract Management.
- Maximisation of savings and value for money
- Adherence to all Government Procurement regulations including those of the EU and internal Trust Standing Financial Instructions
- Keep up to date with national procurement schemes
- To operate as part of the Trust buying team purchasing goods and services as required, in a timely, professional and efficient way ensuring that the Trust obtains best value.
- To action requisitions and produce orders to external companies as and when required. This will involve negotiations and obtaining quotations.
- To carry out tender and quotation exercises in a professional manner.
- To carry out supplier selection in a professional manner, accurately meeting deadlines and communicating effectively to all appropriate, and relevant, parties.
- To assist in reaching all purchasing and supply targets and strategies.

## Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

<p><b>Dignity and Respect:</b> we value each person as an individual and will challenge disrespectful and inappropriate behaviour.</p>	<p><b>One Team:</b> we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.</p>
<p><b>Compassion:</b> we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.</p>	<p><b>Safety and Quality:</b> we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.</p>

## Our objectives

1. Deliver safe, high quality, co-ordinated care
2. Ensure patients are cared for and cared about
3. Work in partnership with our Community
4. Become a sustainable, effective organisation

## Key working relationships

### Internal

- Up to, and including, Director level at East Surrey, Crawley and Horsham.
- All levels of clinical and administrative staff at East Surrey, Crawley and Horsham.
- Members of the buying team.
- Members of the finance teams within the Trust.

### External

- Up to, and including, Director level with suppliers.
- Purchasing systems providers, e.g. Oracle, In-tend and NHS Supply Chain
- Other users of the purchasing systems, e.g. Finance staff at NHS Shared Business Services.

## Main duties and key responsibilities

The list of duties set out below aims to outline the range of tasks and responsibilities and is, therefore, not exhaustive.

- To make full use of national, regional and local contracts and to implement tenders as agreed in the standing financial instructions.
- Keep updated with all national procurement schemes including Lord Carter, Model Hospital and PPIB and Procurement Transformation Plan and plan work accordingly in agreement with the senior procurement team.
- To source products and services as required by the Trust and monitor supplier performance
- To provide advice on product ranges, alternatives, features and benefits. This includes new order enquiries, product information, order status and prices, visits to wards and departments regarding supplies issues.
- To assist in the preparation of waivers in accordance with Trust standing financial instructions.
- To ensure compliance with Trust purchasing procedures, standing orders and standing financial instructions.
- To review sources regularly to ensure best value for money is obtained at all times.
- To assist in the maintenance and creation of the department online catalogues and provide appropriate and relevant information and procurement advice to Trust staff as required.
- To assist Trust staff in the controlling of budget expenditure through the provision of quality supplies management information, for example savings on purchases made.
- To keep accurate and up to date records of savings and contribute to overall Trust savings plans.
- To participate in, and co-operate with, purchasing efficiency initiatives as and when introduced.
- To liaise with all the finance departments generally in relation to procurement, contracting and systems as appropriate and relevant, including clearing invoices and using notifications on the Oracle system.
- Be actively involved in all E- Procurement initiatives to maximise savings and efficiencies to the Trust.
- To assist in capital project purchasing, including participation in relevant project groups.
- To attend meetings on and off site to discuss new projects/requirements.
- To use a Trust corporate purchasing card within agreed procedures and ensure all relevant documentation is available for statements as well as keeping clear records of all transactions.
- To provide advice or demonstrate own activities/workplace routines to new and less experienced colleagues in own work area.
- To collate customer specifications and requirements in order to invite competitive quotations for products, equipment and services.
- To maintain purchasing/contracts data on computerised purchasing system using keyboard skills. To maintain accurate records and ensure that purchasing requisition records are filed in an appropriate and timely manner.
- To attend and participate in training as required.

### **Management Responsibilities:**

- Develop, manage, motivate, allocate work to and appraise, using the Trust's Appraisal System all staff under your supervision in order for them to reach their full potential and give maximum benefit to the Procurement Department and Trust.

### **Professional Responsibilities:**

To maintain current knowledge of the laws and regulations relating to procurement and supply:-

- Attendance at training seminars both on and off site. Includes Crown Commercial Services training on: local purchasing, negotiation, EU law and legal aspects of purchasing.
- Where agreed, attendance at Trade exhibitions and visits to exhibitions and supplier sites.
- Where agreed, and required, undertake to obtain appropriate qualifications and seek to achieve continuing professional development.
- Establish and maintain good working relationships with Trust-based colleagues.
- Carry out post duties in accordance with the Trust policy on ethical purchasing.

### **Other Responsibilities:**

- Liaise with the Head of Procurement and Deputy Procurement Manager for the better delivery of the service.
- Liaise appropriately with all levels of staff within the framework of the role.
- Comply with the Trust Health and Safety and Employment policies as well as observing the general duties of care required by National Legislation.

### **Key attitudes and behaviours**

- Collaborative
- Proactive
- Good communication
- Adaptable
- Respond positively and act promptly
- Approachable
- Good leadership, management and co-ordination
- Takes ownership of issues and ensure timely conclusion

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

## General

### Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of disclosure of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their

area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

### Safeguarding Vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

### No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

**Research**

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the Medical Director’s Office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

**Intellectual Property**

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

**SASH+ (insert for AfC posts 8b+, consultant and executive roles)**

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SaSH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
<b>Qualifications</b>		
Maths and English GCSE or equivalent Membership of the Chartered Institute of Procurement and Supply	5 GCSE’s, or equivalent CIPs level 4 NVQ level or relevant experience	Application and Interview
<b>Experience</b>		

<p>Experience of working in a procurement or customer service environment Delivering procurement projects (tenders/cost improvement schemes)</p>	<p>Experience of working within the NHS and an understanding of current issues Three years purchasing experience</p>	<p>Application and Interview</p>
<p><b>Knowledge, Skills and Competencies</b></p>		
<p>Procurement regulations Team working Communication Literacy / numeracy Analytical skills High level negotiation skills Excellent communication skills with the ability to communicate/deal with all levels of staff Self-confidence and the ability to be confident and convincing even in unfamiliar circumstances</p>	<p>Intermediate to advanced MS Office skills Able to use Oracle, Integra, Agresso purchasing systems Project work High degree of problem-solving skills</p>	<p>Application and Interview</p>
<p><b>Behaviours and Values</b></p>		

<p>Flexibility in shift/working patterns to meet the needs of the service          Is able to participate as a team member          Is of good health and good character as per NMC requirements          Willing to accept additional responsibilities as delegated by senior staff          Displays SASH Values:          Dignity and Respect          One Team          Compassion          Safety and Quality</p>		<p>Application and Interview</p>
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