

## **JOB DESCRIPTION**

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### **Job Details**

Job Title: E-Commerce Specialist

Division: Procurement

Base: Finance and Procurement Business Unit (Trafford General Hospital)

Full Time: 37.5 hours

Band/Grade: 4

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### **Organisational Arrangements**

Reporting to: E-Commerce Compliance Manager

Other accountabilities: Senior P2P Development Manager

### **Job Purpose**

As a member of the E-Commerce & B2B Development Team, the post holder will be expected to provide effective and efficient, technical and analytical support to the E-Commerce Compliance Manager & E-Commerce Manager. The post holder will be responsible for the creation, and management of a portfolio of electronic supplier catalogue and contract agreements. Instrumental to the role is the ability to identify, extract and manipulate data as identified by the E-Commerce Team Leader. Using information/data obtained from the Trusts Purchase Order and Financial System, and the NHS Price Benchmarking tools. The post holder will need the ability to negotiate and converse with all levels of internal and connected stakeholders. Project work will be a regular feature of the role linking in with colleagues from both P2P and Purchasing to undertake associated work.

The post holder will be responsible for the management on a daily basis of their personal work load, reporting any potential problems, to the E-Commerce Compliance Manager. It will also be necessary to assist as and when required with any reasonable request to perform duties that are linked to the provision and upkeep of e-catalogue systems as well as any other reasonable job related requests from a senior departmental managers, to provide assistance and support in any P2P Function for any duties which are deemed appropriate to the band when requested.

The above indicates the general duties of the post which may be reviewed in light of experience and developments within the service, any review will be undertaken in conjunction with the post holder

## **General & Corporate Duties**

### **Risk Management**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **Records Management/ Data Protection**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

### **Confidentiality and Information Security**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

### **Data Quality**

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

### **Health and Safety**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

### **Infection Prevention**

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

### **Trust Policies**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

### **Equal Opportunities**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

### **Safeguarding**

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action, reduce the risk of significant harm to adults and children from abuse or other types of exploitation.

### **Supplementary Information**

#### **Effort and Environmental Factors**

##### **Physical Effort**

##### **Mental Effort**

##### **Emotional Effort**

##### **Working Conditions**

### **Organisational Chart**

**Person Specification:**

Attributes	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>	<p>Good standard of education</p> <p>Knowledge of procedures to NVQ level or equivalent experience</p> <p>Commitment to study to achieve membership and qualification (CIPS) or equivalent experience / knowledge</p>	<p>Studying / working towards for CIPS Qualified</p> <p>Record of CPD</p>	
<b>Experience</b>	<p>Working in and office/team environment</p> <p>Experience of customer facing roles or equivalent</p>	<p>Public or Private sector procurement</p> <p>Catalogue Management</p> <p>Purchasing Experience</p>	
<b>Skills</b>	<p>Effective communications</p> <p>Organisational and Interpersonal skills</p> <p>Working knowledge of MS Packages including Excel &amp; Team</p> <p>Ability to work under own initiative and manage multiple tasks</p>	<p>Ability to manage and manipulate large volumes of data</p> <p>Advanced Excel Skills</p> <p>Negotiation skills</p>	
<b>Knowledge</b>	<p>Understanding of Procurement</p> <p>Basic knowledge of Purchase to Pay processes within a Purchasing environment</p> <p>National Health Service (NHS)</p>	<p>Understanding of NHS Procurement procedures and regulations</p> <p>Working knowledge of GHX Nexus / Exchange and Integra platforms</p> <p>GS1 and PEPOL</p>	

<b>Aptitudes</b>	<p>Good interpersonal skills, and ability to communicate clearly and effectively with all levels of stakeholder</p> <p>Strong worth ethic both individual and as part of a team</p> <p>Flexible approach to working</p>	<p>Confidence to ask and articulate questions and thoughts</p> <p>Understanding of CIPS code of Ethics</p>	
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