

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

1. Job Details

Job Title	Senior Procurement Specialist
Band	6
Directorate	Supplies and Procurement
Base	Regent Point

Essential Requirements

- Chartered Institute of Purchasing and Supply (CIPS) Professional Diploma in Procurement & Supply (MCIPS) / postgraduate level qualification or equivalent experience and academic ability for the demands of the post
- Evidence of continued professional development including in the areas of EU procurement and contract management.
- Knowledge and experience of procurement and its application within the public sector. This knowledge must be underpinned by theory and a wealth of experience.
- Working knowledge of operating within organisational policies, such as, Standing Financial Instructions.
- Working knowledge of project management and project forward planning underpinned by applied experience. Ability to manage large, multi-disciplinary projects.
- Working knowledge of electronic procurement systems (tendering and purchasing).
- Experience at developing and managing relationships within a complex procurement environment.
- The ability, skills and knowledge to provide professional procurement advice and guidance to internal and external stakeholders.
- Experience of analysing information and spend data to support decision making.
- Experience of participating in group meetings to achieve a set outcome.
- Experience of identifying service improvements and supporting appropriate change.
- Experience of day to day line management of staff and staff development and mentoring.
- Experience of working to both agreed individual and team targets.
- Evidence of continued professional development.
- Good communication skills and persuasiveness in presenting, negotiating and resolving complex issues.
- IT skills literate in Microsoft packages, including Outlook, Word, Excel and PowerPoint
- Must be pragmatic and structured.

Desirable Requirements

- Project Management Qualification (such as, PRINCE2 practitioner) or equivalent experience.

2. Job Purpose

- The Senior Procurement Specialist is part of the Supplies and Procurement team and is the procurement lead for the successful delivery of projects within the aligned business area.
- The post holder will provide expert advice concerning successful contracting within public procurement regulations and the Trust's internal regulations and policies.
- Responsible for the tendering of bespoke contracts for goods, services and works, including research, preparation, issue, scheduling, evaluation, reporting on tenders and award and the management of contracts.
- As the senior procurement specialist the post holder will lead the establishment and/or enhancement of robust relationships within the aligned business area and wider Trust, to drive productive collaboration between the stakeholders and the procurement function in the effective forward planning of procurement / projects requirements.
- Supports the development and implementing of discrete service policies which impact across the Trust.
- Responsible for ensuring that the Trust utilises where appropriate, national contracts established by NHS Supply Chain, Crown Commercial Services, the North of England Commercial Procurement Collaborative or other public sector collaborative procurement organisations where such arrangements provide benefit to the Trust; facilitating communication between the Trust's internal customers of goods / services covered by such contracts and those formulating them.
- Responsible for ensuring that goods surplus to the Trust's requirements and with a resale value are offered for sale in accordance with Trust Corporate Governance and appropriate NHS guidance.

3. Dimensions

- The post holder will report on to day to day basis to the Procurement Business Manager and will work closely with other procurement, information, purchasing and materials management staff Supplies and Procurement, and teams across the Trust to successfully deliver the procurement service to the business areas they are aligned to.
- The post holder will formulate professional relationships with the other staff within the procurement team and the wider Supplies and Procurement Department to ensure that together they achieve the best possible outcomes for the Trust, sharing information, aggregating spend and harnessing value for money.
- The post holder will need to interact with a range of senior stakeholders across the Trust in performing their procurement function, both to Trust standards and industry best practice.
- The post holder will develop and deliver operational work-plans (quick wins through to longer term gains) aligned to spend data and the strategic direction of the Trust, to effectively achieve the agreed project outcomes. This will be achieved by engaging with key internal and external stakeholders in aligning their requirements to wider organisation goals.
- The post holder will support the Procurement Business Manager/s work to establish an opportunities baseline and opportunities forward plan, alongside a realistic delivery programme.
- The post holder must have the ability to analyse complex non-pay spend data to access, advise and drive change, based on absolute.

- The post holder must be 'fully' conversant with the Public Contracts Regulations will provide expert advice on all aspects of the procurement process.
- The post holder will be responsible for the recruitment and selection of staff, performance appraisal, absence management and achievement of targets within their remit.
- The post holder must have the ability to create good relationships, as the success of projects relies heavily upon buy-in from senior management and clinical practitioners alike.

4. Organisational Arrangements

Reports to: Procurement Business Manager

Accountable to: Head of Procurement

Staff Responsible for: Procurement Specialists / Asst. Procurement Specialists

5. Knowledge, Training and Experience

- See Essential Requirement
- Ability to develop stakeholder relationships, with the skills to on-board and motive throughout programme of work
- Ability to lead projects that involve a number of stakeholders
- Ability to lead stakeholder meetings
- Ability to forward plan and prioritise projects to meet service demands
- Ability to analyse information and spend data to support decision making
- Ability to clearly communicate with a variety of stakeholders (internal and external)
- IT skills literate in Microsoft packages, including Outlook, Word, Access, Excel and PowerPoint
- Must be pragmatic and structured.

6. Skills

Communication and Relationships

- Provides and receives complex information, verbally, electronically, written and face to face. Uses tact, persuasive and negotiating skills when liaising with stakeholders to meet organisational purchasing needs. Explains detailed technical issues with both NHS staff and suppliers.
- Liaises with:
 - Trust Executive and Non-Executive Team
 - Clinicians / Directors / Directorate Managers / DFMs / DAs / Matrons all Senior Trust staff
 - All other Trust staff
 - Commissioners / CCGs
 - Procurement leads regionally, nationally and across the NHS and non NHS
 - Internal Audit and External Audit
 - External Agencies, such as, DoH, Shelford, CCS, NHS England, NHSBA, NHSLA, NHSSC, MHRA,

- System and Software providers
 - Suppliers and Logistic providers
 - PFI partners
- To provide expert purchasing advice.
- Develop strong relationships with key influencers across the Trust and the wider stakeholders, to identify stakeholder issues and identify and manage potential solutions by engaging with both customer and supply markets.

Analytical and Judgemental skills required for the post

- Analyses, interprets and compares complex requirements for goods, services and works, and decides the most appropriate method of procurement, taking account of Trust Standing Orders, Standing Financial Instructions and Public procurement legislation.
- Evaluates tenders received, liaising with users of the products to ensure clinical and technical input to the evaluation.
- Recommends awards of contracts and prepares reports on Tenders received for the Supplies and Services Procurement Committee and Trust Board, recommending contract awards for approval.
- Identifies potential for cost improvement in all purchasing responsibilities, contributing to the Trust's cost improvement programme, agreeing target values, recording and reporting outcomes.
- Assesses problem situations, options for resolution and in conjunction with customer/supplier agrees the most appropriate action.
- Invites competitive quotations, analyses returns and recommends award of business.

Planning and Organisational skills required for the post

- Assists the Procurement Business Manager and the Head of Procurement to plan and deliver a number of complex activities including the formulation of a contract strategy, to allow for a consistent and proactive approach to future contracting.
- Develop effective supplier partnerships and relationship strategies.

Physical Dexterity skills requirement

- The post holder must be highly computer literate, including advanced computer skills on specialist software as they are required to regularly produce complex financial analysis reports and presentations.

7. Key Result Areas

Patient/Client care

- Assists patients/clients during incidental contact

Policy and Service Development

- Responsible for the proposing and implementing of service policies which impact across the Trust.
- All managerial and supervisory posts are expected to follow the principles of Improving Working Lives and specifically be aware of, understand, and apply fair employment policies / practices, and equality of opportunity.
- It is the responsibility of the individual to work in compliance with all current health and safety legislation and the Trust's Health and Safety Policy and to attend any training requirements both statutory and mandatory in line with the Trust's legal

responsibility to comply with the Health and Safety and Welfare at Work Act 1974.7.

- It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with the Trust's responsibility to comply with Government Directives.
- The Trust works in partnership with the NHS Sustainability Unit and Carbon Trust to achieve and exceed carbon reduction targets. Our aim is to be an exemplar organisation in the way we embraces sustainability and corporate social responsibility. To achieve this it is the responsibility of all staff to minimise the environmental impact of their day to day activities and adhere to Trust's policies on sustainability, waste, resource usage and governance.

Financial and Physical Resources

- The post holder will hold the procurement budget (delegated) in line with the Trust's authorised signatory SFIs.
- To provide structure, direction and support across the organisation and to the team relating to strategic procurement. To continuously enhance the service provision across and within Directorates.
- Responsible for achieving individual and team agreed savings targets and objectives.
- Assists budget holders to control their budgets by identifying high expenditure product groups and contributing to the formulation of work plans to deliver improved value for money in these areas
 - Being responsible for the purchase of high-value goods, services and equipment for the Trust
 - Being responsible for the authorisation of new contracts
 - Assisting budget holders to control their budgets by identifying high-expenditure product groups and contributing to the formulation of work plans to deliver improved value for money in these areas.
 - Ensuring compliance with Trust Standing Orders, Standing Financial Instructions and Public procurement legislative regulations.
 - Managing the Contracts Database and ensuring that all contracting requirements derived from are included in the procurement work plan
 - Authorising Purchase orders.

Human Resources

Management

- The post holder is responsible for the day to day management of all staff within the team ensuring that the team's targets and objectives are achieved.
 - Responsible for return to work interviews with staff following sickness absence. Managing / monitoring annual leave and completion of records. Monitor work attendance. Undertake staff appraisals, agree PDPs.
 - The post holder is required to promote the Trust's core values of care, quality, respect, leadership and achievement by adherence to the behavioural competencies as detailed on the Trust's website / intranet site.

Education

- Responsible for the training and development of the procurement specialist and assistant procurement specialists, including the development of agreed competency standards.
- Commit to developing self and others. All managerial and supervisory posts must ensure staff have equal access to career progression and are appraised annually

and have a PDP.

Information Resources

- Responsible for maintaining the product files on the Trust's Purchase Order system
- Responsible the facilitation of all Tenders through the solution as a major job responsibility
- Responsible for the placing of orders utilising the Trust's Purchase Order System (currently ABS eFinancials)
- Maintains accurate records and filing systems
- Provides management information in report form for analysis and as requested utilising Excel, Access, Business Objects and other data manipulation and analytical software packages.
- Maintains a library of suppliers' catalogues and product information

Research and Development

- Ensures standards are met for product, equipment trials and evaluation documentation is completed and analysed.
- Researches and actions as appropriate, areas of high revenue non-pay spend with a view to expanding the portfolio of bespoke contracts by putting in place appropriate contracts for such goods and services.
- Audits and surveys own work activities to ensure compliance with performance targets.

8. Freedom to Act

- Works within policies to achieve agreed objectives set for the Supplies Department, within clearly defined professional policies and procedures, including:
 - Trust Procurement Strategy
 - Trust Procurement workplan
 - Supplies Procedure Notes
 - Trust Corporate Governance
 - NHS Policies
 - Public Procurement legislation
- Works independently within guidelines, makes judgements as to when to refer to senior managers.
- Required to use own initiative, prioritise and manage workload, achieve agreed performance objectives.

Clinical governance

- All managerial and supervisory posts will ensure compliance with Trust policies and procedures and clinical guidelines.
- 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. Members of staff are responsible for adherence to all Trust policies for the safety of staff and patients at work.

9. Effort and Environment

Physical

- Desk based, sitting in a restricted position, for the majority of the day involving

significant keyboard activities.

Mental

- A high level of concentration and mental agility is required to concentrate for periods throughout every day to prepare tender and contract information but will be frequently interrupted by telephone calls from suppliers and customers.
- Prepare EU contract documents and analyse and report on complex Tender returns for high-value contracts.


Emotional

- Occasionally expected to deal with urgent requests from anxious and demanding customers and staff performance issues as they arise.

Working Conditions

- Occasional exposure to verbal aggression from stressed staff.
- Inputting at a keyboard for a significant part of the day

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.



Author: H Lisle
Date: January 2017

Agreed post holder..... Agreed Manager.....

Date..... Date.....

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Senior Procurement Specialist
DIRECTORATE: Supplies and Procurement

BAND: 6

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
Qualifications & Education	<ul style="list-style-type: none"> Chartered Institute of Purchasing and Supply (CIPS) Professional Diploma in Procurement & Supply (MCIPS) / postgraduate level qualification or equivalent experience and academic ability for the demands of the post Evidence of continued professional development including in the areas of EU procurement and contract management 	<ul style="list-style-type: none"> Project Management Qualification (such as, PRINCE2 practitioner) or equivalent experience. 	Application Form and interview
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge and experience of procurement and its application within the public sector. This knowledge must be unpinning by theory and a wealth of experience. Working knowledge of operating within organisational policies, such as, Standing Financial Instructions. Working knowledge of project management and project forward planning underpinned by applied experience. Ability to manage large, multi-disciplinary projects. Working knowledge of electronic procurement systems (tendering and purchasing). Experience at developing and managing relationships within a complex procurement environment. The ability, skills and knowledge to provide professional procurement advice and guidance to internal and external stakeholders. Experience of analysing information and spend data to support decision making. Experience of participating in group meetings to achieve a set outcome. Experience of identifying service improvements and supporting appropriate change. Experience of day to day line management of staff and staff development and mentoring. Experience of working to both agreed individual and team targets. Evidence of continued professional development. 		Application Form and interview

Skills & Abilities	<ul style="list-style-type: none"> • Good communication skills and persuasiveness in presenting, negotiating and resolving complex issues. • IT skills literate in Microsoft packages, including Outlook, Word, Excel and PowerPoint • Must be pragmatic and structured • Ability to develop stakeholder relationships, with the skills to on-board and motivate throughout programme of work • Ability to lead projects that involve a number of stakeholders • Ability to lead stakeholder meetings • Ability to forward plan and prioritise projects to meet service demands • Ability to analyse information and spend data to support decision making • Ability to clearly communicate with a variety of stakeholders (internal and external) 		Application Form and interview
Values / Behavioural / Attitudes	<ul style="list-style-type: none"> • Patient Focused: Understands how their role impacts on the patient journey, and a willingness to place the patient at the centre of what they do • Achieving Results: Experience of successfully working to deadlines and completing tasks. • Inspirational Leadership: Keen to develop themselves and others, open to new ideas and willing to share their experience with others. • Maximising Value: Takes ownership of problems and does not overly complicate matters or involve colleagues unnecessarily • Working Together: Approachable and able to build relationships with a wide variety of colleagues 		Interview
Core Behaviours	<ul style="list-style-type: none"> • Alignment to Trust Values and Core Behaviours 		Interview

CANDIDATE:

REFERENCE NO:

SIGNED BY:

DATE:

DESIGNATION: