

Job Title	Purchasing and Contracts Officer		
Agenda for change Band	4	Budgetary responsibility	Responsible for the purchase of some supplies/physical assets
Date Reviewed	24/05/2023	Management Responsibility	Supervises staff
Job Summary			
<ul style="list-style-type: none"> a) Responsible for ordering pharmaceutical products, monitoring of pharmaceutical stock problems/ shortages, managing & updating national, regional, and local contracts. b) To purchase routine and emergency supplies of pharmaceutical products ensuring stock levels are sufficient to meet the needs of our users. 			
General Duties			
<ul style="list-style-type: none"> 1. To process orders through the computer system in accordance with purchasing agreements to ensure that stock levels are sufficient to maintain high service levels within agreed standards. Efficiency and accuracy need to be observed to meet deadlines and negate treatment delay or patient harm. 2. To report on supply status and interruption of resupply timeframes, processing off-contract claims when contracted brands are not available, recommending strategies to mitigate the impact such as available licensed or unlicensed alternatives. 3. To research and advise of short- and long-term changes regarding drug supply and manage irregular supply of drugs keeping communication current to maximise best outcome. 4. To adopt appropriate purchasing strategies to prevent the risk of delayed delivery and delayed patient care. 5. To be responsible for accurately inputting information into computer systems, spreadsheets, and databases, processing the information, accessing reports and patient database for patient details. 6. To plan and organise emergency deliveries and ensure the correct paperwork is completed and sent to the appropriate teams to ensure payment. 7. To investigate and decide appropriate corrective action to ensure the Trust receive adequate reimbursement when discrepancies occur, whilst maintaining good working relations. 8. To attend and participate in relevant internal and external meetings where sensitive contractual matters are discussed, building networks with external procurement leads to increase support available to the Trust. 9. To initiate the drug alert process to prevent harmful medicines from getting to patients cascading the information within Pharmacy and arranging appropriate actions for any affected stock and notifying third parties as required. 			

10. To develop and update procurement standard operating procedures and contribute to the development of the service to improve patient care.
11. To participate in the recruitment of employees.
12. To provide induction, training, and education to other staff members on specific activities within your area of speciality offering support and direction and setting clear goals and objectives.
13. To deputise for the unit manager as required.
14. To ensure all paperwork is processed, submitted, and stored within the required timescales and to departmental standards and in accordance with legal requirements
15. To perform or support any internal and external audits within procurement as required.
16. Acting as a role model in a professional and courteous manner.
17. To carry out any other duties as reasonably requested by the Team Leaders and pharmacy managers.

Trust Values

All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.

Each post holder is expected to ensure they live the values of:



PATIENTS FIRST



WORKING TOGETHER



ALWAYS IMPROVING

These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff, and partners in continuing to improve the experience people have using and delivering our services

Person Specification

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

Skills and competencies
Working under pressure
Interpersonal skills
Teamwork
Communication
Problem solving
Attention to detail
Organisational skills
Self-motivated
Microsoft Office skills
General IT skills

Qualifications, knowledge and experience	
Essential	Desirable
Level 3 CIPS or equivalent qualification in Purchasing and Supply or equivalent experience to enable the post holder to work towards	Management training/Foundation management
Numerate and literate e.g., GCSE in Maths and English Grade 5-9 or equivalent (e.g., Functional Skills)	Dealing with pharmaceutical companies
Purchasing and stock control experience	
Experience of computer systems to access, analyse and collate data	
Experience of training staff	
Experience of supporting and supervising staff in the workplace	

Additional Information

This job description is designed to help post-holders understand what is expected of them in their role though, please note, it focuses upon the core requirements of the post. Other related duties within the employee's skills and abilities will be expected whenever reasonably instructed. The job description may be amended in consultation with the post-holder within the scope and general level of responsibility associated with the post. It is the post-holder's responsibility to ensure that they adhere to all Trust policies, procedures and guidelines relating to their employment, regardless of their position.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time.

Safeguarding

The Trust is committed to safeguarding children, young people, and adults at risk within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person, or adult at risk. The Trust will support you in this process by providing training, support, and advice. There is a Corporate Safeguarding Team who can be contacted for guidance, support, and safeguarding supervision. For children and adults, you should be aware of your responsibilities detailed in UHS policies and procedures and local safeguarding children and adult boards procedures.

Mental Capacity Act 2005

All staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.

Job Reference – IJES01093KD