

## JOB DESCRIPTION

Job evaluation ref number:	
<b>Job Title:</b>	Procurement Category Manager Band 6
<b>Reports to (post title):</b>	Procurement Senior Category Manager
<b>Evaluated Banding:</b>	Band 6
<p><b>Role Purpose:</b></p> <p>As a member of the Procurement Team, the Procurement Category Managers role covers the following areas:</p> <ol style="list-style-type: none"> <li>1. Undertake all procurement related activities, such as tendering; sourcing; negotiations and resolution of contract disputes in accordance with UK Regulations and the Trusts Financial Standing Instructions and procurement policies.</li> <li>2. Create category plans for review by the Procurement Senior Category Manager and subsequent implementation of those category plans to achieve agreed objectives.</li> <li>3. Deliver savings and qualitative benefits to the Trust as a direct result from conducting competitive RFQ, Tender OR by completing contract value engineering, which results in rationalisation and standardisation during the life of the contract.</li> <li>4. Deputise for the Procurement Senior Category Manager</li> <li>5. Provide line management support / assistance to the Procurement Senior Category Manager of junior staff within the procurement category</li> <li>6. The Procurement Category Manager will also be responsible of managing their own time and prioritising work within their area of responsibility. And be required to provide cover for other members of the department during times of absence.</li> </ol>	
<p><b>Role Context:</b></p> <ol style="list-style-type: none"> <li>1. The role is Trust wide and plays a key role in developing/supporting Trust-Wide initiatives by ensuring compliance with legislation, meeting national targets and encouraging and promoting organisation wide participation and awareness in environmental initiatives.</li> <li>2. Deputise as member of the leadership team and contribute to the environmental and overall strategy.</li> <li>3. Influence the direction of procurement activities on all environmental, net zero, social value and sustainability projects by representing the Procurement &amp; Environmental Team on Regional and National procurement working groups</li> <li>4. Provide guidance and manage time pressures of leading tenders through a inclusive approach which accommodates the requirements of customers within agreed timelines</li> <li>5. Design, develop and interpret procurement management information and key performance indicators, with a particular focus on sustainability and social value criteria.</li> <li>6. Actively promote waste minimisation, recycling awareness and good practice amongst Trust staff, amongst staff responsible for maintaining waste systems, with a view to improving the environmental performance of the Trust</li> </ol>	

7. Manage and maintain contracts for waste, ensuring that services are purchased in a cost effective manner and that invoices are appropriately processed to ensure the best value is achieved
8. Assist the Trust and partners to ensure compliance with relevant legislation, regulations, codes of practice and Trust procedures and to provide technical expertise relating to waste management

### Trust Values

All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:

**Trust Honesty Respect Compassion Teamwork**

Key Accountabilities	Performance Measures
<ol style="list-style-type: none"> <li>1. To deliver a customer focused and efficient procurement service of sourcing, tendering and contract management across the Trust ensuring compliance to Standing Financial Instructions and Government legislation, delivering value for money to the Trust.</li> <li>2. To be responsible for given categories of goods and services, as allocated by the Procurement Senior Category Manager giving advice and guidance on the supply chain risks and market developments.</li> <li>3. Promote the active use of the Trust's procurement systems, strategies, policies and procedures including P2P ordering: Goods Receiving and Returns to Suppliers and contract management .</li> <li>4. To provide guidance and training to end users all procurement matters including, UK Regulations and UK Legislation and contract law and procurement systems.</li> <li>5. To support in the development of category sourcing plans to ensure goods &amp; services that are selected are delivered a secure supply chain.</li> <li>6. To project manage the tender process and tender evaluation teams, ensuring the tender is documented and decisions are auditable and compliant.</li> <li>7. To deliver savings on tenders, quotations and contract management during the life of the contracts, contributing to the Trusts savings goals.</li> <li>8. To write and present procurement board reports on tender results and procurement options papers as required.</li> </ol>	<ul style="list-style-type: none"> <li>• To deliver savings cashable, cost avoidance and efficiency savings against tenders; RFQs and contract management.</li> <li>• In addition, to ensure value for money is achieved from sourcing &amp; negotiation activities.</li> <li>• To actively promote and ensure compliance to use all procurement systems, policies and processes.</li> <li>• To work with Accounts Payable, Stakeholders and Suppliers to support effective payment processes</li> <li>• To deliver qualitative procurement outcomes that benefit stakeholders and patient care</li> </ul> <p><i>As per delivery plan identified in role purpose and context</i></p>

<p>9. To create contract documents and manage the implementation of the contract on completion of the tender process as required.</p> <p>10. To lead on strategic contract management, to ensure the supplier delivers the service level agreement and the key performance indicators. Managing supplier poor performance where required.</p> <p>11. To be the first point of contact where there is a dispute between the Trust and a supplier and negotiate the best resolution to the satisfaction of the Trust.</p> <p>12. To create Management Information (MI) reports from the eProcurement systems and tender projects, as requested.</p> <p>13. To help develop innovative solutions to the Department passed down from the Dept of Health; Monitor; CQC etc.</p> <p>14. To lead on environmental and social value initiatives that help the organisation achieve its Net Zero ambitions and reduce inequalities.</p> <p>15. Undertakes any other duties as designated by the Procurement Senior Category Manager or Head of Procurement</p>	
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### Dimensions

The post holder will have an organisational wide remit

Responsible / supporting the delivery of a portfolio of procurement categories, covering a range of goods and services covering annual spend c£75m to identify opportunities that will deliver the greatest overall benefit

Responsible / supporting development and delivery of appropriate procurement category strategies covering supply chain of goods/ services, routes to market, commercial analysis, tendering, negotiation, contract and supplier management.

Working with stakeholders and suppliers to define needs and challenge established approaches

### Safeguarding

All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.

### Disclosure and Barring Services

Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a

DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.

### **Infection Control**

All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.

### **Equality and Diversity**

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.

### **Sustainability and Net Zero – Supporting Our Green Plan**

The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.

### **Data Quality Statement**

All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.

### **Communication**

#### **Internally**

- Working directly with all Customers and stakeholders across all levels within the organisations to which we provide a Procurement Service
- To lead and facilitate stakeholder meetings and tender evaluation meetings.
- Communicate with suppliers on all issues relating to purchasing and supply contract and performance matters.
- To represent the Trust at any external meeting as required by the Procurement Senior Category Manager or Head of Procurement

#### **Externally**

- Representing the Trust and the Procurement Senior Category Manager at regional and national events.
- Establish effective networks and partnerships with other organisations and agencies to enable Procurement to continuously improve and learn from best practice.

- Communicate and work collaboratively with other Organisations procurement departments when required.
- Promote a positive organisational image while working with contractors and suppliers at all levels up to Director and General Managers, Boards and Executives.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time.

### **Knowledge, Training and Experience**

- Educated to degree level (or equivalent) with considerable relevant procurement experience
- Attained or actively working towards Chartered Institute of Purchasing & Supply Level 6 (MCIPS)\*
- Significant Procurement experience with demonstrable achievements.
- Effective communication and positive interpersonal skills
- Creative approach to problem solving
- Ability to work under pressure, meet deadlines and respond flexibly and quickly to change
- Ability to mentor and train others
- Good planning and organisational skills
- An experienced team player, able to lead and motivate a professional and busy team, and to set high standards of professional, commercial and personal conduct.
- Customer care and conciliation skills, tact and diplomacy, are essential.

*\*CIPS Associate Membership is not a qualification/acceptable*

### **Analytical and Judgement Skills**

- Able to provide and receive complex information and exchange technical project related information with specialists and non-specialists required for negotiation with contractors or suppliers.
- The ability to interpret specifications and translate that information into an understandable/workable format for both other Trust stakeholders.
- Technical assessments and solution options for a range of environmental related issues.
- Undertake appropriate risk assessments and risk analysis for environmental services.
- To recognise potentially hazardous situations and be able to take appropriate corrective action
- Assessment and benchmarking of strategic supplier relationships, ability to measure and develop performance through key performance indicators and service level agreements
- Ability to identify and evaluate complex spend data to identify procurement carbon reduction opportunities
- Ability to evaluate multiple proposed procurement environmental opportunities from customers and select the most appropriate projects which will deliver the greatest overall carbon reduction and social value opportunities and effectively communicate the reasons for the decision.

### **Planning and Organisational Skills**

- Be able to adjust and change plans according to Trust priorities.
- Organise and manage personal day-to-day work activities and competing priorities
- Plan, organise and manage a broad range of tasks relating to procurement activities

- Able to write clearly, use computer software to produce and compile reports with accuracy and attention to detail.
- Ability to help implement Trust wide procedures across all facets of procurement.
- Planning, managing and prioritising own work load.
- Project work and report writing.
- Identifying and planning project workplans
- Managing multiple projects simultaneously
- Managing and building relationships with customers across and diverse organisation delivering a range of services across multi-sites
- Linking Trust workplans to deliver tangible regional results

- Good keyboard skills.
- Presentation skills, use of equipment and e-learning resources
- Ability to Drive and hold valid licence
- Frequent exposure to VDU screens with the resultant strain on eyes and posture

#### **Responsibility for Patient/Client Care**

- To provide effective procurement guidance to enable ordering of goods and services in a timely manner to facilitate patient care
- To work with stakeholders to access impact of procured products and services on patient experience

#### **Responsibility for Policy/Service Development**

- Compliance with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these, communicating all changes to all relevant staff
- Ensure departmental compliance to all statutory regulations affecting the range of Directorate Services, support and implement the procedures for the annual update of all working service procedural manuals.
- Contributing to the development, writing and implementation of effective Trustwide policies and procedures to ensure compliance procurement legislation and a system of continual improvement in this area.
- To carry out all duties proactively, ensuring safe working practices, assessing any risks not covered by existing standards and procedures. Where necessary propose changes to existing working practices for the improvement of the service.
- Development of Procurement Objectives
- Responsible for keeping updated and advising on changes in UK Procurement Directives
- Support the development of social value guidance within procurement
- Support the development of Project and contract management tools and techniques

#### **Responsibility for Financial and Physical Resources**

- Support the implementation of systems and control measures with regard to purchasing and stock control etc. by introducing initiatives which assist towards overall budgetary control and service enhancement.
- Management and procurement of specialised contracts and services across the sites.
- Being responsible for the effective purchase of goods and services for the Trust
- Assisting customers by seeking best value opportunities by considering alternative products / sources of supply and a focus on total cost
- Ensure compliance with Trust Standing Financial Instructions and Standing orders including UK regulations and other relevant legislation regarding Public Sector procurement.



<b>Responsibility for HR</b>
<ul style="list-style-type: none"> <li>• Contribute to the overall staff training and development of self and others.</li> <li>• Deputises for the Procurement Senior Category Manager or Head of Procurement as required and appropriate.</li> <li>• Provides advice, or demonstrates own activities or workplace routines to new or less experienced employees in own work areas and adhere to the Trust's policies on; <ul style="list-style-type: none"> <li>• Health and Safety policy</li> <li>• Equality and Diversity policy</li> <li>• Standing Financial Instructions and Standing Orders</li> </ul> </li> <li>• Provide support and guidance to assist Trust staff in the creation of specifications and fair and transparent evaluation of tenders</li> </ul>
<b>Responsibility for Information Resources</b>
<ul style="list-style-type: none"> <li>• Required to develop and maintain electronic environmental management systems.</li> <li>• Conversant with Microsoft Word, Excel and PowerPoint.</li> <li>• Utilises appropriate electronic procurement tools and techniques to drive efficiencies, reduce timelines and deliver tangible benefits.</li> </ul>
<b>Responsibility for Research and Development</b>
<ul style="list-style-type: none"> <li>• Quality control with use of audit tools across services to ensure compliance and quality standards and meets contract Specification.</li> <li>• Regularly undertake surveys, audits and evaluations of contractor services.</li> <li>• Leads tendering activity through utilisation of e tendering portal and identifies areas for improvement.</li> <li>• Manages and maintains the Procurement Workplan</li> <li>•</li> </ul>
<b>Freedom to Act</b>
<ul style="list-style-type: none"> <li>• Works to achieve agreed objectives set for the Procurement Department within broad professional policies i.e. <ul style="list-style-type: none"> <li>○ Trust Procurement Strategy</li> <li>○ Trust Procurement work plan</li> <li>○ Procurement Department Procedures</li> <li>○ Trust Corporate Governance</li> <li>○ N.H.S. Policies</li> </ul> </li> </ul>
<b>Physical Effort</b>
<ul style="list-style-type: none"> <li>• Undertakes relevant mandatory training as required e.g. manual handling etc.</li> <li>• Sitting for prolonged periods at a desk / computer work on a daily basis</li> <li>• The role will involve a great deal of travelling across the Trust which has in excess of 100 locations in Nottinghamshire and travel also outside of the region.</li> </ul>
<b>Mental Effort</b>
<ul style="list-style-type: none"> <li>• Must be able to receive, assess and produce technical complex information including; legal technical documentation and uplift data and compositional analysis.</li> <li>• Will frequently write reports.</li> <li>• Conduct on site teaching and instruction.</li> <li>• Work at the computer requiring keyboard skills.</li> <li>• Need to manage conflicting priorities and interruptions to deal with service issues at short notice to respond to pressing demands.</li> </ul>

### Emotional Effort

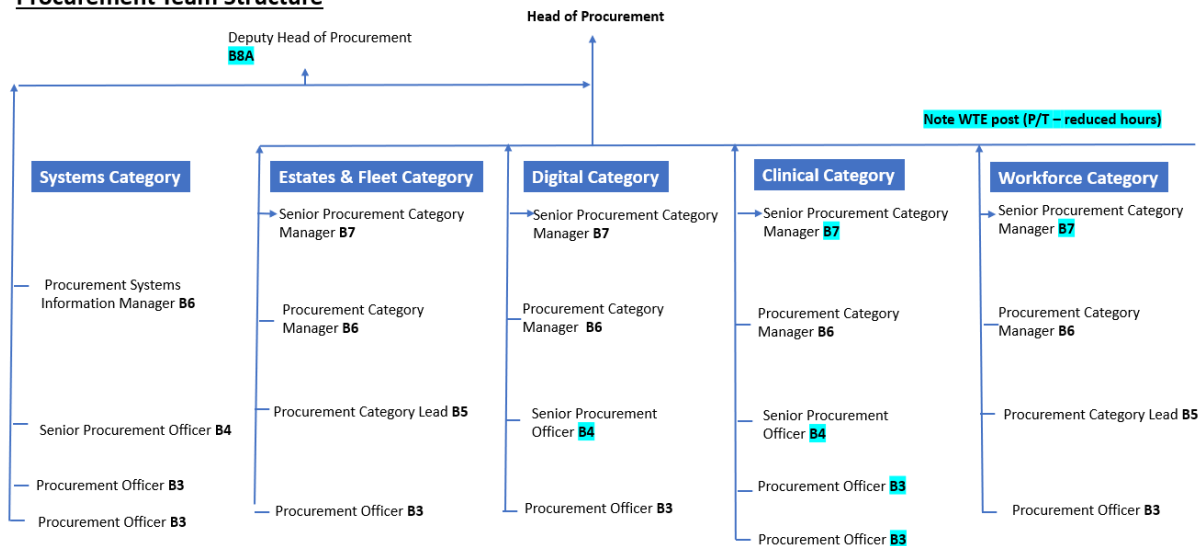
- Conciliation between customers and suppliers when disputes occur regarding goods and services.
- Responsibilities for supporting the running a complex service, frequently involving raised levels of stress and anxiety

### Working Conditions

- 30% on suppliers meetings on both contract implementations and strategic contract management during the life of the contract
  - 35% Managing tenders and quotations negotiation process to establish savings
  - 20% providing face-to-face procurement legal, contract and support, advice and guidance and training on procurement policies and procedures along with UK Regulations and UK legislation to Trust colleagues.
  - 15% with the computer systems preparing tender documentation and contract documents
- Nottinghamshire Healthcare N.H.S. Trust is a large organisation comprising high, medium, low secure units and community locations.
  - Requirement to use VDU equipment and input at a keyboard for a significant part of the day.
  - May have occasional exposure to distressing circumstances within wards.

### Organisation Chart

#### Procurement Team Structure



### Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**





Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



### Signatures

After reviewing the document, please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

