

## Job description and person specification

**Job title:** E-Procurement System Administrator  
**Band:** 3  
**Accountable to:** Estates and Facilities Business Manager  
**Responsible to:** Head of Procurement

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

### First for our patients, staff, and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open, and learning culture that is inclusive and supports all staff to develop their careers. We want to be recognised as a great place to work.

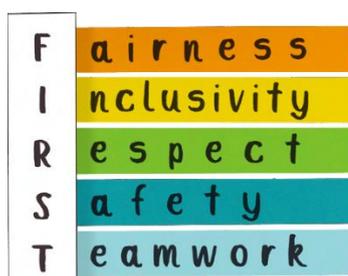
Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

### Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety, and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy \*\*First for patients, staff, and the future\*\* here.](#)

### **Job summary:**

The role in the procurement team is to undertake the daily administration on the Trust e-procurement systems. This included training and support for the end users of the system

### **Job responsibilities:**

To administrate the Trust e-procurement system in an effective and efficient manner.

To administrate the Trust e-catalogue system in an effective and efficient manner.

To support and administrate end user's requirements on the NHS Supply Chain system.

To set up and deliver all aspect of training on the Trust procurement systems.

Provide ongoing support where necessary to all users of the Trust e-procurement systems.

### **Key Tasks & Responsibilities:**

To set up, monitor and maintain all new user points on all system platforms.

To set up new catalogues In the Trust e-cataloguing system. Export, maintain and support catalogues within the Trust e-procurement system.

To link with the Finance department around setting up new suppliers, budget codes and access requests.

To monitor, amend and complete purchase orders and requisitions when applicable.

To create training guides to support the training of end users.

To expedite outstanding order for the end user and procurement team.

### **1. Communication:**

To liaise with the Trust e-procurement provider and be first point of contact for the Trust

To link with all stakeholders to arrange and undertake training of all end users.

To liaise with all users of the system offering support, guidance, share best practice and collaborate with all stakeholders.

Respond sensitively and tactfully to queries/complaints and other enquiries relating to the role.

### **2. Planning and organisational Skills:**

Arrange training sessions for new users

Plan regular auditing of the system to ensure all catalogues are up to date

Maintain manual and electronic filing systems for audit requirements.

**3. Governance:**

Be fully conversant with all the procurement policies and contribute to revisions and updates

Be fully conversant with all relevant Trust policies and procedures, including, Fire, Health, and Safety, Disciplinary, Grievance and Industrial Relations.

**4. Finance and Resources:**

To monitor and work with the Buyers and Account payable teams to support the matching of invoices to ensure timely payment of invoices.

**5. Information Resources:**

Maintain manual and electronic filing systems for audit requirements.

To undertake regular audits of the e-procurement system to ensure all catalogue data is cleansed and updated accordingly, understand the process of raising orders in accordance with Trust Standing Order's (SO's) and the Standing Financial Instructions (SFI's).

**Person specification**

Requirements	Essential	Desirable	Evidence
<b>Education and qualifications</b>	<p>GCSE (or equivalent) qualifications to demonstrate a good standard of general education.</p> <p>NVQ level 3 or equivalent standard</p>	<p>IT Qualification</p>	<p>Certificate</p>
<b>Experience and knowledge</b>	<p>Experience of working with senior managers across multiple disciplines</p> <p>Excellent customer services skills</p> <p>Proven ability with Microsoft Office programmes including Word, Excel, and Outlook</p>	<p>Experience of working in the public sector</p>	<p>Application/Interview/References</p>
<b>Skills and abilities</b>	<p>Ability to work alone, unsupervised, whilst remaining able to prioritise conflicting demands in a sometimes pressurised environment</p> <p>Good organisational skills and the ability to address and develop solutions to problems</p> <p>Able to work effectively within a team environment</p> <p>Evidence of good communication and interpersonal skills (verbal and written) with the ability to develop effective working relationships</p> <p>Excellent administrative skills and attention to detail</p> <p>Good IT and keyboard skills with a high level of attention to detail</p>	<p>Project Management Skills</p>	<p>Interview/References/Application</p>
<b>Personal qualities</b>	<p>Proven track record of reliability, punctuality, and trustworthiness.</p> <p>Able to cope with new and changing demands</p> <p>Customer focussed</p>		<p>Interview/References</p>

## GENERAL NOTES

### CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

### INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

### MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

### HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

### QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

### FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by an opportunity to make things better for staff, patients and relatives. It is the responsibility of all staff to highlight any areas of concern.



### CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

### INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

### NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

### EQUALITY, DIVERSITY AND INCLUSION

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

This also applies to patients. The Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

#### **DATA QUALITY**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, up to date and appropriately filed.

#### **FREEDOM OF INFORMATION**

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

#### **INFORMATION ASSET OWNERS (IAO)**

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

#### **CODES OF CONDUCT FOR NHS MANAGERS**

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

#### **TRUST LEADERSHIP BEHAVIOURS**

The Trust is a system of interdependent parts; the success of one part often relies on another. The glue that binds these together is a clear sense of shared values which is essential to success.

These are the standards of behaviour expected of all those in a leadership role in the Trust.

**1. Demonstrate shared values**

*Demonstrating our leadership values will allow the organisation to achieve our Trust core values. Leaders should work collectively to lead a connected organisation.*

**2. Be positive**

*Be positive and encourage others. There is no place for cynicism in a leader.*

**3. Build bridges**

*Commit to working across silos and breaking down barriers. Patients need seamless care, not silos.*

**4. Support new ideas**

*Support people to pursue innovations. But be clear about the difference between taking risks, which may sometimes fail, and incompetence.*

**5. Communicate well**

*Communicate to staff, patients and stakeholders with clarity, simplicity and honesty.*

**6. Say sorry and thank you**

*The most important words in the language of leadership. Acknowledge when you should use them and show appreciation for a job well done.*

**7. Build and effective team**

*Develop a real insight into your weaknesses. Construct a team that compensates for any weaknesses and challenges you where required.*

## **STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained. All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

## **FRAUD, BRIBERY AND CORRUPTION**

The Trust has a zero-tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

## **STANDING FINANCIAL INSTRUCTIONS**

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

## **SUSTAINABILITY**

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **ACTIVE TRAVEL**

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

*See the travel pages on the intranet for further details.*

## **NHS FOUNDATION TRUST**

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out. On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.

## **POLICIES AND PROCEDURES**

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

## **COMMUNITY STAFF**

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

## **REVIEW & MONITORING**

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council

WEST SUFFOLK NHS FOUNDATION TRUST  
TERMS AND CONDITIONS OF EMPLOYMENT

**Band 3 Salary Scale:**

Entry Level	£22,816 pa
Increment 1	£22,816 pa
Increment 2	£24,336 pa
Increment 3	£24,336 pa
Increment 4	£24,336 pa
Increment 5	£24,336 pa
Increment 6	£24,336 pa

**Pro rata for part time**

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

**HOURS OF DUTY:** See NHS Jobs advert

**ANNUAL LEAVE:** 202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week, with minimum NHS Service** and will be pro rata for part time employees)

**PENSION SCHEME:** All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at NHS Shared Business Services on 0844 931 2005.

**PERIOD OF NOTICE:** Two months

**TERMS AND CONDITIONS OF SERVICE:** All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.

**PROTECTION OF CHILDREN AND VULNERABLE ADULTS:** The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.

**RETIREMENT POLICY:** The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.

The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their

Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment.

Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.

Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months notice of their intention to retire and access their pension.

#### **LEASE CAR INFORMATION:**

The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.

#### **SOCIAL AND GENERAL:**

The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.

There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.

The Trust has partnered with Abbeycroft Leisure to fund all staff free access to Abbeycroft Leisure centre activities; including Abbeycroft@home (live online and on demand group exercise classes) group exercise classes, gym and swim sessions, courts and pitches.

Abbeycroft@home offers live classes streamed every day, whilst the on-demand library of sessions are available to watch whenever you want. Classes include Zumba, clubbercise, Les Mills and much more.

#### **CHILDCARE:**

The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to [westsuffolk@busybees.com](mailto:westsuffolk@busybees.com).