

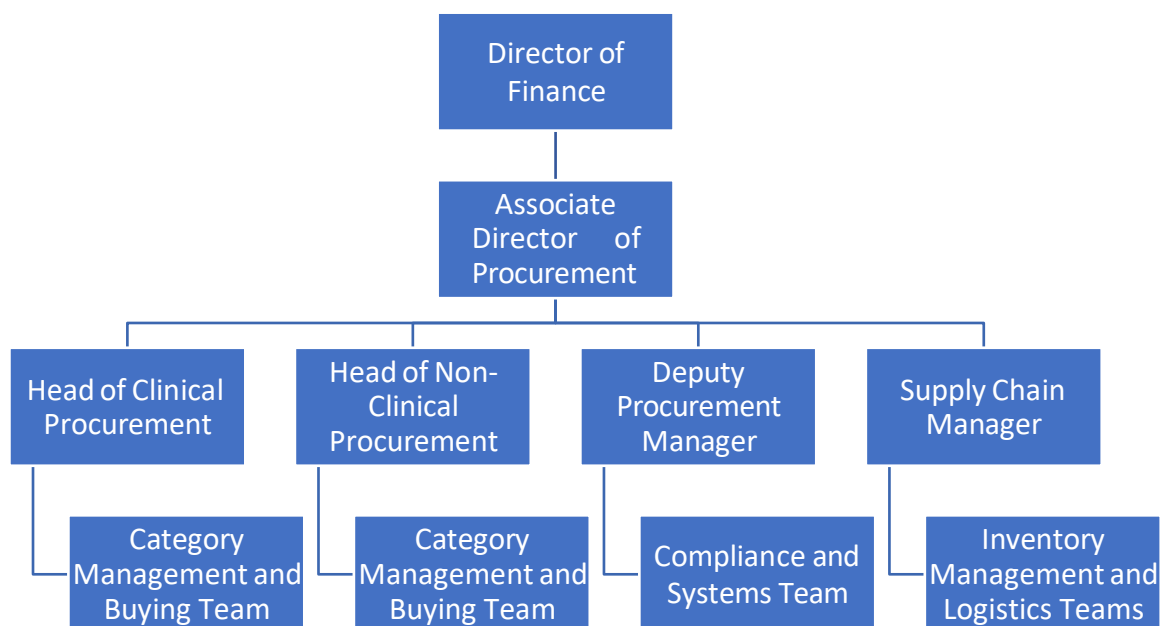
## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Associate Director of Procurement</b>
<b>PAY BAND:</b>	8d
<b>DEPARTMENT:</b>	Procurement
<b>RESPONSIBLE TO:</b>	Director of Finance
<b>DATE:</b>	Dec 2021

### DIMENSIONS OF JOB

This post will be based at Frimley Park Hospital, however is a cross-site role with responsibilities at all three of the Trust's sites. The post manages a Procurement team of 70+ staff across Category Management, Buying, Systems and Supply Chain.

The role is expected to form close working relationships; Internally with Executive and Non-Executive Directors, Audit Committee and Finance Assurance Committee Members, Chiefs of Services, Associate Directors, Budget Holders, Trust Staff and ICS Staff; Externally with Department of Health, NHS England & Improvement, NHS Supply Chain, Crown Commercial Services, NHS Commercial Solutions (and other NHS and non-NHS Procurement Hubs); Suppliers with Directors, National Sales Managers, Regional Sales Managers, Commercial Business Managers, Account Managers and Local Sales Representatives



## **PURPOSE OF JOB**

The principal role of the Associate Director of Procurement will be to provide the overall direction, vision, strategy and business plan for the Procurement and Supply Chain functions, including supporting the development and integration of the service growth within the ICS and beyond.

This key senior position will require finely tuned commercial skills to develop a high functioning procurement service, which builds upon the existing structure and brings together a “cutting edge procurement service” that is seen as responsive and offering the best in class commercial and procurement operations across the ICS. The role must retain strong Trust links whilst also bringing together the relationships across the ICS to deliver shared opportunities at pace and scale.

As well as providing strategic direction, the role must ensure alignment to the national procurement agenda and act as a figurehead and focal point of contact for key stakeholders. Develops and leads the Supply Chain function as a commercially focussed, dynamic organisation which delivers innovative solutions to achieve significant and sustainable cost improvements and adds value to the Trust and the wider Health Economy.

This will provides leadership, direction and support to ensure high quality contracting outcomes are achieved with the contractors in line with the Procurement and Trust strategies with the objective of minimising risk, maximising value for money and driving efficiencies.

You will need to work collaboratively to influence partners and embed cultural changes so that inclusive planning and delivery of strategy enables prioritised change through the implementation of a category and market management approach and the development and delivery of a collaborative procurement work-plan. Ensures all operations are focused on cash releasing savings, process improvements, product and service standardisation and cost-to-serve efficiencies, in support of both national NHS procurement initiatives (including the Procurement Target Operating Model and the Model Health System) and regional ICS programme.

## **JOB SUMMARY**

The Associate Director of Procurement will ensure that the procurement and supply chain and contract strategy is embedded in working practices, enabling a commercially focussed business support function to delivers savings and process improvement.

The post holder will develop and own the strategic ICS procurement roadmap, ensuring alignment to the national procurement agenda, through the implementation of strategic activities across broad areas (such as category and market management, governance, people and skills, data & technology, strategic Procurement, supply chain management and sustainability)

They will work at a strategic level with senior stakeholders able to present the Procurement Team as a progressive and responsive group who work collaboratively, provide new thinking and positively influence system improvement and efficiency, working closely with and influencing both operational and clinical teams.

Lead an ICS-wide procurement leadership team, comprising of supply chain and category leads and managers, data and technology (incl. analytics) leads and sustainability leads. Represent the Sector in sensitive and political situations, delivering difficult messages where required to high-level audiences. Juggle competing priorities across the aforementioned areas as well as manage stakeholders within the ICS members as well as externally.

## **KEY TASKS AND RESPONSIBILITIES**

### **Operational**

- Lead the logistics and supply chain workstream, drive collaboration and influence stakeholders to embrace cultural and system change through the implementation of the Supply Chain Strategy.
- Oversee category strategy and market management work performed by the team, ensuring best practice adoption and alignment to national strategy.
- Critically assess markets and competitive behaviour undertaken by all suppliers and take action to improve or protect the Trust's interest
- Drive change-enabling technology, developing systems and processes to delivering shared ways of working, specifically: enhanced collaboration and efficiency, automation of repetitive processes, improved data collection and integrity and increased compliance
- Supporting the operational and clinical managers in the business to define, scope, plan, manage and deliver successful supply chain projects, with clear project management structures, benefits delivery schedules and risk assessment
- Ensure all resources are primarily focussed on delivering cost savings, rationalisation and efficiencies including the forecast and delivery of non-pay savings targets, process improvements, service re-design and improved outcomes.
- Responsible for setting the strategic direction of the logistics and supply chain functions to support the most effective and efficient delivery of these services which improves outcomes, meets the needs of customers and progressively achieves efficiency savings for the Trust.

### **Staff Management**

- Work with the ICS and organisational leadership to identify and recruit appropriately skilled staff to key roles within the ICS procurement team.
- Develop and manage the team, building a collaborative working environment and a culture of collaboration, innovation and continuous improvement.
- Provide leadership cover and sponsorship to of projects undertaken by the team.

- Managing cross-disciplinary teams and relationships at a senior level to deliver outcomes and applying good reporting and transparency mechanisms
- Set goals, managing performance and ongoing talent development within the team.

### **Data and Technology Management**

- Foster a culture of insights-driven decision making by developing an advanced procurement analytics capability providing management reporting across all procurement activity including in scope ICS activity.
- Drive adoption and harmonisation of software and systems that enable automation/digitisation of tasks, as well as support data harmonisation efforts, aligned to the national digital agenda.
- Leverage national contracts and software deployment programmes where appropriate

### **Financial and Physical Resources**

- Liaising with Finance colleagues to ensure appropriate costings and ensure compliance with standing financial instructions.
- Responsible for ensuring adherence to budget, ensuring appropriate documentation is available for scrutiny. Constantly striving for value for money and greater efficiency.
- Responsible for providing guidance, management and assurance on the procurement of identified products, equipment, services and facilities for the Trust and, where in scope, ICS.
- Responsible for making recommendations, providing advice and able to prepare strategic reports/briefings as required.
- Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year.

### **Information Management**

- Present to a range of internal and external stakeholders (including executive sponsors and non-executive authorities tailoring the content to meet the needs of the audience and ready to manage sometimes challenging audiences.
- Developing and presenting detailed reports summarising status on issues, appraising outcomes, and providing progress reports for senior staff or groups of staff as directed from time to time, tailoring the content to meet the needs of the audience.

- Operate within and provide enhancements to current management information and reporting to enhance decision making processes.
- Chair or attend as appropriate, meetings with varied internal and external key stakeholders to facilitate the delivery of the strategic objectives.
- Contribute to the review and development of existing project information management systems and contribute to the development of an integrated approach to project management.

### **Policy and Service Development**

- Maintain a good knowledge of emerging policies from government departments and all relevant organisations in defining the strategy.
- Working across multiple agencies both within and outside of the NHS, in order to support delivery of the NHS Long Term Plan.
- Actively champion NHS Social Value, Sustainability and Equality, Diversity and Inclusion agendas

### **Best Practice and Continuous Improvement**

- Identify, develop and promote best practices, with an aim at improving business efficiency, performance and sustainability
- Drawing from experience and expertise in other academic fields and industries, ensures that the organisation benefits from relevant initiatives.
- Highlight promote and report innovative approaches to education and training, particularly their impact on service

### **Key Working Relationships**

- Establish and maintain strong relationships with multiple stakeholders within the Trust and the ICS as well as the wider ecosystem that can influence procurement decisions; indicative list of relationships that the post holder would be expected to nurture include:
- Trust / ICS members/ client networks over time in order to generate commercial opportunities and product development to improve the commercial offering based on ethical and green objectives.
- Members of the ICS Board (such as finance, legal and clinical)
- Executive leadership of the ICS and other stakeholder that may be able to influence them
- NHSEI Commercial & Procurement leadership

- Regional and National peers at other ICSs or other collaborative procurement partnerships
- Regional Hubs
- SCCL

to time in consultation with the post holder to take account of changing organisational need.

This job description should be read in conjunction with the supervisory JD Addendum, available at: <https://www.fhft.nhs.uk/media/2753/jd-addendum-supervisory.pdf>

## PERSON SPECIFICATION

**JOB TITLE:** Associate Director of Procurement

**PAY BAND:** Band 8d

**DEPARTMENT:** Procurement

CRITERIA	Essential	Desirable
<b>Qualifications</b>	<p>Member of Chartered Institute of Purchasing and Supply (MCIPS) or similar appropriate professional institute or relevant experience.</p> <p>MBA or equivalent qualification or significant and appropriate in-depth senior level experience</p> <p>Educated to Degree level</p> <p>Evidence of Continued Professional Development to include</p> <ul style="list-style-type: none"> <li>• Supply Chain Management</li> <li>• Project Management</li> <li>• Procurement Systems Training</li> <li>• Public Contracts Regulations 2015</li> <li>• Risk assessment / analysis training</li> </ul>	Project Management PRINCE 2
<b>Experience</b>	<p>Extensive demonstrable experience of effectively managing procurement teams at all levels, including senior management</p> <p>Proven track record of effective governance and performance management</p> <p>Full understanding of the healthcare environment, including commodity areas for which individuals are responsible - specialist clinical areas and technical areas such as IT Political awareness - senior management experience</p> <p>Project management - the ability to manage large complex collaborative projects</p> <p>Substantial proven knowledge of contract management</p> <p>Demonstrated ability to effectively manage conflict</p> <p>Time management - the ability to manage and prioritise project activities and the workload of the business unit</p>	NHS experience at senior management level

	<p>Cross-discipline and multi-regional teamwork</p> <p>Strategic and day to day management of team including recruitment, training, development, performance management and staff records</p> <p>Senior management experience across multiple sites or organisations</p> <p>Significant Programme Management experience</p> <p>Extensive analytical and problem solving skills</p> <p>Experience of delivering significant change / transformation programmes</p> <p>NHS Procurement experience</p> <p>Significant procurement or commercial experience in the Public or Private sector with expert understanding of the technical requirements of public sector procurement, in terms of the practical application of the EU Principles, UK Law (Public Contracts Regulations 2015) and best practice guidance to a range of project-based procurement activities.</p>	
<b>Skills &amp; Knowledge</b>	<p>High professional standards combined with track record of commercial and business acumen</p> <p>Excellent interpersonal and communication skills</p> <p>Significant and advanced Procurement proven knowledge comprising:</p> <ul style="list-style-type: none"> <li>• Advanced negotiation skills</li> <li>• Proven knowledge of Strategic sourcing methodologies</li> <li>• Proven knowledge of supply chain theory</li> <li>• Contract Law and dispute resolution</li> <li>• Statistical and data analysis skills</li> </ul> <p>Proven knowledge of market areas related to specific work categories</p> <p>Business Development and Marketing Plans</p> <p>NHS conditions of contract Bespoke / specialised terms of contract</p> <p>High level proven knowledge of procurement and commercial strategy development in partnership with the wider health community</p> <p>Politically astute, with honed communication,</p>	<p>Working knowledge of Bravo e-tendering and Tableau</p>



	<p>influencing and inter-personal skills</p> <p>Proven knowledge and understanding of the political environment and stakeholders</p> <p>Business acumen, with proven experience in the ability to influence and manage commercial opportunities</p> <p>Highly motivated and driven to deliver change at pace with rigour</p> <p>Acts as a strong leader and is respected by executives of stakeholder organisations</p> <p>Constructs and communicates complex messages to stakeholders with impact</p> <p>Engages and operates effectively at a senior level</p> <p>Analytical and Judgement Skills</p> <p>Develops effective customer centric engagement methods to meet the needs of stakeholder organisations</p> <p>Planning and Organisational Skills</p> <p>Evidence of developing complex strategies, business plans and programmes</p> <p>Evidence of developing effective teams, including virtual teams</p> <p>Highly motivated and driven to deliver change at pace with rigour</p> <p>Leadership skills with the ability to enthuse, motivate and involve individuals and teams, and have them understand the Trust's and your performance expectations</p> <p>Excellent inter-personal, communications and influencing skills, both oral and written.</p> <p>Ability to manage and deliver to deadlines and within resources</p> <p>Ability to develop a team of skilled professionals, and build the capability of individual team members over time</p> <p>Accomplished at using the full range of available software packages, i.e. Microsoft Word, Excel, PowerPoint, Access Understand and apply mathematical, logical formulas and functions and generate accurate charts / graphs</p>	
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	<p>Ability to collaborate constructively with internal and external partners to create the conditions for successful partnership working</p> <p>Has resilience, patience, authority, gravitas, and an ability to influence widely</p> <p>Has the drive and energy to make things happen; frequently goes "above and beyond" the call of duty</p> <p>Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes</p> <p>Values diversity and difference, operates with integrity and openness</p>	
<b>Values &amp; Behaviours</b>	<p>We will expect your values and behaviours to mirror those of the Trust, available at: <a href="https://www.fhft.nhs.uk/about-us/our-values/">https://www.fhft.nhs.uk/about-us/our-values/</a></p> <div> <div>Committed To Excellence</div> <div>Working Together</div> <div>Facing The Future</div> </div>	