

# Job Description

Job Title:	Capital Projects Administrator
Band:	3
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Capital Projects Compliance Manager
Accountable to:	Deputy Head of Capital Projects

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

<b>Job Summary</b>	<p>This post will form an essential component of the capital project team who will deliver UHL's reconfiguration strategy; which in the long-term secures the clinical and financial sustainability of the Trust. The post holder's function is to manage the Procure to Pay process and provide an efficient administration service for the UHL Capital Project Managers for the Reconfiguration programme worth £450m, consisting of New Build and Refurbishment projects ranging values up to £180m. To process electronic requests for goods and services on the trust ordering system within the appropriate time scales with adherence to UHL guidelines and controls. Identifying saving and rationalisation opportunities will be key to the role. This will also involve liaising with Suppliers and obtaining quotations via the electronic procurement system. To provide a helpdesk facility for use by trust staff/customers. To provide training for users of the efinancials procurement process and provide support for the Reconfiguration team as required.</p>
<b>Policy</b>	<p>Responsibility to follow local Trust guidelines on product type, where it exists, and to adhere to any Trust controls in place. Standing Financial Instructions and Standing Orders should be adhered to.</p>
<b>Communications</b>	<p>This role involves a considerable amount of communication with a wide variety of internal and external stakeholders, including outsourced contractors, via telephone, e-mail and face to face, where there are often barriers to customers understanding. This communication is often complex.</p>

## KEY WORKING RELATIONSHIPS

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- UHL and External Project Managers: Daily
- Capital Projects Compliance Manager: Daily
- Procurement Team: Daily
- Accounts Payable Department: Daily
- Deputy Director, Estates & Facilities: Regularly
- External stakeholders: Regularly
- Reconfiguration Programme Director: Occasionally

### KEY RESULT AREAS

#### Service Delivery

This postholder will be flexible in approach to duties carried out at any of the University of Leicester NHS Trust Hospital sites when required, and ensure compliance with all Trust Standing Orders and Standing Financial instructions, Trust policies, Health and Safety and all other issues appertaining to the efficient delivery of a first class procurement function. To respond to Project Managers requests to raise and process Reconfiguration and Capital purchase orders in a timely manner.

#### Governance

Responsible for policing/monitoring ongoing compliance with local guidelines and national policies on purchasing as required and to assist in providing full and precise records relating to all activities undertaken and store efficiently to enable swift retrieval for Audit purposes.

#### Customer Service

Responsible for ensuring that consistent high standards of customer service are delivered at all times. This includes the manning of a helpdesk function to provide guidance on issues ranging from missed delivery or training, to the fast track processing of a Capital Order request.

#### Efficiency

Responsible for the accurate recording of any efficiencies or savings made as a result of the work that the Reconfiguration team carry out and the presentation of any data gathered as appropriate when requested to do so.

#### Training

Responsible for the training/guidance of Reconfiguration Team members using the efinancials Procurement System when required. This postholder has a commitment to attend appropriate training sessions as agreed in order to enhance the service

delivered and to increase customer confidence in all aspects of the duties carried out on their behalf. They are also responsible for requesting that full training and development of him/her is arranged and carried out in order to produce excellent results and increase confidence in all aspects of their daily duties.

## IM&T

This postholder will use departmental technology in the course of the successful despatch of their duties and will give full co-operation in any upgrade activities as and when required.

## Meetings

This postholder is accountable for attendance at meetings designed to inform or train staff within the Procurement or Inventory & Supplies function. This is to ensure that all necessary information required to carry out daily activities are understood; and to take part in discussion around the development of the team. This postholder will be responsible for developing agenda's, leading meetings and taking minutes where required.

## Any Other Duties

This postholder may be required to undertake duties not specified within the Job Description but within the general scope of the post as determined by the Capital Projects Compliance Manager.

## GENERAL

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

# Person Specification

Post:

Band:

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		Interview
Training & Qualifications	Educated to GCSE standard or equivalent essentially in Mathematics & English  Willing to take on an NVQ or equivalent in purchasing/supplies should the opportunity arise	Hold a procurement or logistics qualification	Interview
Experience	Experience of working in a procurement and financial environment. Experience of negotiating and liaising confidently with suppliers At least 2 years' experience of procurement or financial systems At least 1 years' experience using Microsoft Office Systems, specifically	Experience of working in a customer service environment e.g helpdesk, call centre, reception Advanced Excel skills E-Tendering experience Experience of delivering savings through procurement strategies	Interview

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	<p>Excel</p> <p>Able to demonstrate achievement in current/previous role within the last 3 years</p> <p>Able to demonstrate Health &amp; safety awareness</p> <p>Excellent presentation skills for production of financial reports</p> <p>Training others on procure to pay process</p>		
Communication and relationship skills	<p>Excellent telephone manner</p> <p>Excellent communication skills, both written and verbal; with ability to respond appropriately to sensitive and complex information</p> <p>Have a polite and professional manner</p> <p>Have tact and diplomacy skills</p> <p>Be a team player; enthusiastic and selfmotivated</p>		Interview
Analytical and Judgement skills	<p>Ability to work under pressure whilst maintaining good attention to detail</p> <p>Ability to extract and analyse a range of data from Electronic Systems</p> <p>Ability to proactively identify issues with wider contractual implications and respond in a timely manner</p>		Interview
Skills			Interview

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Planning and organisation skills	<p>Able to adapt to changes in work priorities</p> <p>Ability to work on own initiative; to organise &amp; prioritise daily workloads and work to deadlines</p> <p>Ability to demonstrate multi-skilling capabilities</p> <p>Ability to work within time constraints</p> <p>Ability to work efficiently and keep accurate records of all activities for Audit purpose</p>	To be able to demonstrate on the job problem solving	Interview
Equality, Diversity and Inclusion	<p>Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.</p> <p>All staff are expected to engage in compassionate and inclusive leadership in the provision of high quality care and interactions with others</p>		Interview
Other requirements specific to the role			Interview