

Job Description

Job Title:	Senior Procurement Specialist
Base:	Flexible – Swindon, Bath or Salisbury as well as home working (hybrid)
Band:	7
Reporting to:	Head of Sourcing or Head of Capital

Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Patient Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

Responsive

We will be action oriented, and respond positively to feedback.

Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

Main Purpose of the Job

The procurement team at Salisbury NHS Foundation Trust provides a procurement service to Salisbury NHS Foundation Trust (SFT), Great Western Hospitals NHS Foundation Trust (GWH), Wiltshire Health and Care (WHC) and Royal United Hospital Bath (RUH). The successful candidate(s) will have the flexibility to be based at any of the Trusts but will undertake procurement activity for all Trusts within the Integrated Care System (ICS) and consequently will be required to split their time across the organisations accordingly.

The post holder will be required to work in accordance with Public Contracts Regulations, the Trust's Standing Financial Instructions, Standing Orders and the Procurement Policy and will seek to implement opportunities for added value procurement through contracting and improved cost effective supply arrangements, whilst maintaining customer service levels across the Trust's.

Working in partnership with key stakeholders the post holder will be responsible for developing a procurement strategy within a designated category across both Trusts along with a supporting rolling work plan of activity.

The post holder will be responsible for a small team and together will work closely to deliver the procurement strategy including savings against the Trust's challenging Cost Improvement Program. The post holder will lead on a portfolio of contracts and projects associated with their allocated category.

A detailed understanding of all procurement procedures and public sector tendering is critical to the role along with proven experience of delivering savings and managing collaborative relationships with likeminded organisations and key strategic suppliers.



The post holder will act as subject matter expert and Procurement Business Partner to stakeholders by identifying products and services that may be of interest, keeping them abreast of market innovations and movement and changes to Procurement regulations.

Freedom of Information Act (FOI) requests will be your responsibility as the procurement lead across your category, they will need to be responded to quickly and accurately on behalf of SFT, RUH, WHC & GWH.

Main Responsibilities and Duties

To lead the strategic procurement program for a specified category, taking the lead on complex projects and contributing significantly to the delivery of contract compliance and savings against the Cost Improvement Program for SFT, RUH, WHC & GWH.

Liaising with stakeholders at all levels to understand and reflect the objectives of the Trust within the procurement strategy and supporting work plan. Outlining roles and responsibilities for all parties associated with any project to guarantee delivery within agreed timescales.

Undertake complex procurements for high value contracts and developing appropriate procurement strategies, specifications and evaluation criteria/methodology with end users to ensure transparency and compliance with legal obligations.

Contract negotiation includes the consideration of supply chain activity to achieve overall least cost whilst maintaining quality, meeting recurring cost savings targets for the non-pay expenditure through the negotiation of contracts ranging in value.

To meet customer requirements and demonstrating best value for money through compliant procurement strategies, actively managing the market place, the implementation of effective supplier relationship management and contract management.

Liaising with stakeholders at all levels across the procurement collaboration to standardise and rationalise catalogues to an optimum level and implement effective controls and contract management to ensure compliance.

Undertake an active lead in collaborative contracting activity across the Banes, Swindon and Wiltshire Integrated Care System (ICS).

Work with collaborative partners to ensure cohesive strategies are in place for the delivery of goods and services.

The post holder will provide professional advice and support to communicate the necessary financial and procurement regulations to both Trust colleagues at all levels and external customers.

The post holder is responsible for the recruitment and selection of staff, performance appraisal and the setting of performance and achievement of targets within their relevant team.

GENERAL

This Job Description is an outline of the key tasks and responsibilities of the Senior Procurement Specialist and is not intended as an exhaustive list. The job may change



overtime to reflect the changing needs of the BSW Procurement ICS and its constituent members, as well as the personal development needs of the post holder.

COMMUNICATION

Provide and receive complex and sensitive information, which may require reassurance, tact and persuasion. Communicate complicated strands of information, which may be conflicting e.g. communicating particularly complicated clinical matters associated with contracts that may be difficult to explain, where there are barriers to communication.

The post holder will develop strong working relationships, working closely with:

- ICS Procurement Director and Deputy Director /Head of Sourcing/ Deputy Head of Sourcing ICS Procurement and Supplies Senior Managers
- Deputy Directors of Finance, Finance Managers
- Divisional Directors
- Hospital Managers and Corporate Directors
- Senior trust managers and operational staff
- Clinical and nursing Leaders
- Managing Directors and senior officers of suppliers, distributors and purchasing agencies and professional bodies

Patient/Client Care

Regular meetings with operational leads and stakeholders in support of patient care initiatives
 No regular contact with patients will be needed to carry out this role.

Budget Responsibilities

Not applicable – this is not a budget-holder post.

Responsibilities for People or Training

Up to 4 direct reports

Other Factors

Aligning procurement across the three trusts in the BSW ICS construct, working with different stakeholders, obtaining their confidence and delivering procurement projects in a timely manner to meet pre-agreed targets.

Driving change in a non-mandated procurement environment.

Successfully managing competing and complex procurement priorities whilst in line with stakeholder expectations.

Balancing the financial expectation of the trusts with quality requirements identified by key stakeholders to ensure mutually beneficial procurement projects.

Negotiating and compiling supply agreements with key and potential partnership suppliers to establish long term contracts and substantial cost benefits at minimal risk to the trusts.



Streamlining the supplier and item base so that each trust and the wider ICS can benefit from greater purchasing power

Working Conditions

The position may require travel between hospitals sites across the ICS and national locations if required.

Occasional exposure to unpleasant working conditions in a clinical environment.

Physical Effort

Light physical effort

Mental Effort

There will be a frequent requirement for concentration in an unpredictable work pattern consisting of competing demands for attention, changes of activity and frequent interruptions.

Emotional Effort

Occasional exposure to emotional circumstances, e.g. when persuading key stakeholders to adopt new practices/products and when working in a clinical environment.

Able to receive challenge over results and respond positively.

Resolving staffing issues within the team and displaying sensitivity in dealing with confidential matters.

Additional Information

The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A of this Job Description and Person specification details key information you should be aware of.



Person Specification

Job Title:	Senior Procurement Specialist
Base:	Bath, Swindon or Salisbury

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
Trust Values	We will expect your values and behaviours to reflect the Values of the organisation: Patient Centred and Safe Professional Responsive Friendly Progressive	
Education, Qualifications and Training	Member of the Chartered Institute of Purchasing and Supply or Studying Towards (Level 4 achieved) CIPS Qualified (Post Graduate Diploma Level) or equivalent relevant experience	Educated to degree level min 2:1 in business or other related subject.
Experience	Significant category management experience, preferably at a senior level ideally in the NHS. Significant exposure complex contacts ideally in the public sector contracts. Experience of collaborative procurement, working across a large geographical area. Thorough understanding & previous experience of the confines of public sector procurement, the use of frameworks and Public Sector Procurement Regulations. Thorough understanding of products and services available to the NHS in the UK at any given time Supplier Management, of multiple sub categories Relationship management – internal & supplier, external.	Seeks out suitably relevant forums, groups & networks to enable knowledge growth, sharing & potential collaborations. Subject Matter Expert Status Able to share your experience & knowledge with colleagues in a subtle manner so that they become Champions of your cause Extensive analytical experience over prolonged periods/roles An understanding of standard and specialism shortages in the NHS across all job families and the ultimate cost of meeting that demand



<p>Specific Skills</p>	<p>Highly effective communication skills including explaining in bite size yet comprehensive chunks, complex legislative changes, practices and policies.</p> <p>Competent commercial skills – tender writing, report delivery, policy implementation, processes & occasional hosting of & presenting at meetings both internal (NHS colleagues) and suppliers or Governing Bodies etc.</p> <p>Ability to work with and influence different teams within very complex and sometimes conflicting clinical and operational situations.</p> <p>Quickly able to gain confidence from both very senior and junior stakeholders.</p> <p>Strong negotiation skills gained in commercial and team environments.</p> <p>Excellent organisational and time management skills, self-managing and multi-tasking.</p> <p>Resilient and enthusiastic, your audience may not always want to hear what you're telling them!</p> <p>Project management skills – involving key colleagues to ensure comprehensive project scope and stakeholder driven tasks shared and completed then communicated to all concerned parties.</p> <p>Collaborative approach to suitable strategies & projects, maximising resources and knowledge of other Trusts to deliver faster, smarter projects with increased savings & quality.</p> <p>Able to work on both reactive and strategic projects at the same time.</p> <p>Self-evaluation, able to learn and improve from challenges experienced in other areas and amend project methodology accordingly.</p> <p>Numerate, able to understand complex data sets and segregate, convert to readable user friendly snap shots</p>	
<p>Other Job-Related Requirements</p>		



Appendix A

Additional information applicable to all posts

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality and Safety

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting and Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offence for someone barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone barred from working with vulnerable adults or children are liable for prosecutions.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment. To undertake mandatory annual training/updates in infection prevention and control.

Government and Risk

Adhere to Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory "duty of candour". This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led



to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

Safeguarding

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

COVID Vaccination

During the COVID-19 pandemic, it has been necessary to take significant steps to protect the health and safety of our staff, service users and those attending our sites. In order to comply with our duty of care, we continue to encourage and support our staff to have the COVID vaccine in order to protect themselves, colleagues and their patients as this is the best line of defence against COVID-19.

Training and Personal Development – continuous professional development

There is a requirement for all Trust employees to take part in an annual appraisal; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students/trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.

Flexible Working

We support flexible working and will consider requests taking into account the needs of the service.

