



# Job Description

<b>New job</b>	
<b>Significantly amended job</b>	
<b>Minor amendments from previous</b>	Yes

<b>Job title</b>	Senior Procurement Contract Manager	
<b>Reports to</b>	Head of Procurement/Deputy Head of Procurement	
<b>Pay band</b>	7	
<b>Directorate</b>	Finance and Infrastructure	
<b>Banding status (please tick one)</b>	<b>Indicative</b>	<b>A4C confirmed</b>
	Yes	
<b>Hours per week</b>	37.5	

## Job summary

(overview of role/remit)

- To be a Trust expert on procurement and procurement contract legislation.
- To provide strategic direction and thinking for category procurement that fully aligns procurement activity to the delivery of the Trust's strategic goals and financial targets.
- Be a senior member of the Procurement Team as a progressive, responsive, and innovative individual who delivers excellent value for money through innovation, collaboration, commercial awareness, professionalism and continuous improvement.
- Manage all aspects of their categories including sourcing, contracting and supplier relationship management, contract management, spend analysis, and market trends for the Trust's addressable spend.
- Being responsible within your category for developing and delivering the annual Procurement workplan, including financial savings targets.
- Maximise the return on investment in procurement, through smarter procurement and cost down initiatives; ensuring that work is neither overlooked nor duplicated.
- Lead the development, design, and implementation of all tender activity for their categories, to ensure the best possible outcomes (price, service, quality) and legal compliance.



- To take the lead role in complex and high value contracts within category
- Own supplier relationship management for their categories
- Work collaboratively with budget holders and management accountants to ensure that the Trust gets best value for money across all areas of expenditure within the Trust.
- Positively influence the perception of key stakeholders (internal and external) regarding the 'value' provided by effective and efficiently run procurement activities.
- Management of team within category and to lead them to ensuring the Trust has robust sourcing and excellence in public sector procurement in line with Public Sector Procurement legislation and Trust governance.
- To ensure effective management of the procurement team who will be operating with a hybrid working environment;
- Develop and knowledge sharing with all team members
- To deliver excellent levels of customer service to all stakeholders both internal and external; Developing and supporting the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which maintain the Government's policies on public health.

### **Main duties and responsibilities**

(bullet points providing detail of responsibilities)

- Be part of the vision for procurement that embraces innovation from the procurement NHS and commercial world and embraces new enabling technologies and continuous improvement methods.
- Proactively and positively contributes to the overall performance of the Trust ensuring that category procurement activities are fully aligned with the Trust's strategic goals, financial targets and Standard Financial Instructions (SFI's).
- Provide expert advice and guidance on purchasing / procurement and contracting matters, to directors, managers and budget holders within the Trust, ensuring that the Trust achieves best value and maintains legal



compliance in sourcing decisions.

- Undertakes environmental scanning and to keep informed about developments and best practice in external markets including commodities, service sectors, and alternative suppliers. Provide Trust stakeholders with relevant commercial information to inform sourcing decision making.
- Lead and manage their Procurement Categories, ensuring sourcing activity delivers excellent value for money and is conducted in line with SFI's, Public Procurement Law as well as NHS and Trust governance, policies, and procedures.
- Deliver excellent service to all procurement stakeholders, both internal and external.
- Lead within their categories the Trust efforts to reduce costs and improve efficiency, through smarter procurement and cost down initiatives; working with budget holders to ensure that sourcing activity establishes the optimal supplier base to deliver value for money.
- Establish Key Performance Indicators (KPIs) and benchmarking as an aid to measure effectiveness and to support performance management of the Procurement categories and suppliers.
- To work proactively with other local Trusts and public sector to develop collaborative procurement initiatives as appropriate.
- To act as an advocate for the Trust on all matters relating to category Procurement with both internal and key external stakeholders of the organisation.
- Keep up to date with Trust policies and requirements as well as dynamic changes in Public Procurement Law/regulation requirements. Review and action Procurement Policy Notices from central government.
- Management of staff directly reporting, undertaking performance management regularly with team members to support them in achieving their individual goals and delivering the team workplan. Use stretching targets and objectives to develop individuals as well as enhance performance and outcomes.
- Development and delivery of the annual Trust category workplan, underpinning the Trusts strategic goals and financial targets and the Procurement Team workplan and individual objectives.
- Ensure contracts achieve optimal outcomes by ensuring that appropriate research and market intelligence gathering is undertaken by category to enhance the effectiveness of sourcing strategies and outcomes. Establish an



approach to knowledge management to ensure that learning is shared.

- Ensure that the introduction of new products and/or services has been correctly authorised, in terms of budget and risk assessment, prior to entry into the Trust inventory and product database.
- Prepare tender documents, recommendations for contract award reports, and seek the contract award decision in accordance with Standing Financial Instructions, to ensure all contracts are awarded in a timely manner.
- Management of Atamis system procurement system for all aspects of category. This includes tendering, contract management, savings and workplan. Training of team members on Atamis where appropriate,
- Approve purchasing and contracting activity within your delegated authority.
- Ensure that the Trust gets maximum value from collaborative activities and working partnerships with government departments, national agencies and key stakeholders internationally, nationally, regionally and across sectors. When required represent the Trust's interests in collaborative tendering exercises undertaken jointly with other NHS entities.
- Implement and operate a supplier relationship management programme for their category to ensure that supplier relationships are managed to get best value from contracts.
- Operate a programme to train budget holders/key stakeholders in Contract Management and Procurement procedures to ensure that the Trust gets best value from suppliers (including how to monitor KPI information, measure contractual compliance, use appropriate remedies in instances of non-compliance and when to seek support from Procurement).
- Assist in the implementation of any audit / counter-fraud recommendations for the improvement of procurement activities/compliance.

#### **Policy and Service Development Implementation**

- Accountable for ensuring that all their category procurement is in accordance with Public Sector Regulations including legally mandated legislation, Procurement Policies & Procedures, Standing Orders and Standing Financial Instructions and Scheme of Delegation.
- Ensure all contracts for their categories that are awarded by the Trust, comply with NHS, UK Government and Public Procurement Law requirements.



- Assist in the on-going development and implementation of procurement excellence; building on 'best in class' approaches identified both within and outside of the NHS.
- Assist in the support and development of the Supply Chain function to successfully fulfil the requirements of the Trust with the ability to be developed further and incorporate future requirements (right product, right place, right time, lowest possible cost). Ensuring the whole life cost is taken into account.

### **Communication**

- Communications will involve complex information where persuasive, negotiating skills are required and will be:
  - Face to face and by telephone
    - Within formal and informal meetings
  - Written, letters, memorandum, e-mail, reports and through presentations to the following Staff and Groups: Internal
    - Chiefs of Services/ Directors and other Managers
    - Clinical and Associate Clinical Directors and other Clinicians
    - Executive and Non-Executive Directors
    - Budget Holders
  - External:
    - Other NHS organisations
    - National Framework providers e.g. NHS Supply Chain, Shared Business Services etc
    - Suppliers and Contractors
    - Potential future customers
- To develop a robust communication process and strategy with both suppliers and customers for all contractual matters, consulting, negotiating, and influencing routinely and regularly.
- To meet with customers and suppliers regularly and to lead the procurement input e.g. pre-tender meetings, post tender clarification, contract reviews, and customer directorate management meetings.



- To discuss detailed contractual issues sometimes complex and confidential with customers and ensure customer support for procurement involvement and recommendations.
- To negotiate with suppliers in order to achieve best value for money, ensuring that suppliers understand contracting requirements.
- To sell the benefits of the procurement process to non-purchasing staff.
- To deal with issues as they occur, the issues may be complex or sensitive and will require tact and diplomacyExcellent interpersonal skills.
- Excellent coaching skills.
- Confident dealing with people at all levels both within and outside of the Trust.
- Excellent negotiating skills.
- Excellent written skills.

### **Knowledge**

- Expert procurement knowledge, backed up by professional qualification (CIPS or equivalent) and significant senior procurement experience.
- Good working knowledge of commercial/supplier landscape and of constantly changing markets.
- Strong understanding of legal and regulatory requirements, including Public Contract Regulations 2015. Must gain understanding of any new procurement legislation introduced, e.g. procurement legislation being introduced October 2024.
- Good understanding of business accounting standards with the ability to interpret financial reports.
- Significant experience and expertise in a range of procurement areas.
- Extensive experience and understanding of how to negotiate with suppliers to ensure that sourcing objectives are achieved and that the potential contract represents best value for money and that risk to the Trust is minimised.
- Will be required to develop a detailed understanding and knowledge of Scheme of Delegation, Standing Orders, Procurement Policies and Standing Financial Instructions.
- Expert in Contract Management with knowledge of KPI's and Service Credits.



- To meet the requirements of the Personal Development Plan.
- Must have the knowledge skills and appropriate experience to be able to work beneficially and enhance the value procurement provides for the Trust.
- Significant knowledge and experience of managing procurement risk.
- Understanding of Continuous Improvement Techniques (eg: Lean Six Sigma, 5S (Sort, Set In order, Shine, Standardize and Sustain), Kaizen, and Quality Circles).

### **Financial Responsibility**

- To be responsible for commercial activities within the assigned Categories getting the best outcomes for the Trust using commercial acumen.
- To influence customers at all levels in the contract decision making process to ensure the customer budgets are maximised and the Trust expenditure is minimised.
- To fully support savings targets and value for money initiatives and ensure they are achieved through contract negotiation, contract review and contract renewal.
- Responsible for supplier selection and subsequent contract monitoring for a given contract portfolio.
- Responsible, as an authorised signatory, for ensuring that Purchase Orders are correct, in line with the delegated authority and approved to ensure that value for money is achieved.
- To assist in the preparation of non-pay budgets where appropriate by supplying expenditure/price information and market trend data.
- Maintain good relationships and links with the finance department and management accountants enabling procurements to be made within the current budget allotted.
- Work with the management accountants on the Capital Expenditure for category management ensuring timelines and budget are met.

### **Personal Development**

- To assist where requested in the recruitment, training and development of balanced experienced procurement team members, with the skills required to meet the team's objectives.
- Provide coaching and mentoring support where requested to Procurement team





members to develop and enhance their procurement knowledge.

- When requested to help set and agree objectives for the team members, to undertake regular appraisals and reviews and to report the outcomes.
- Responsible for contributing generally to the development of a culture of lifelong learning within the team and the wider Trust.
- To monitor and manage personal workload using time management skills and resource/work planning.
- To participate in activities which will lead to personal and/or team development.
- To attend appraisal sessions as appropriate.
- To keep abreast of Procurement legal updates and Procurement Policy Notices

#### **Information/Communication**

- Responsible for the management within the category of product databases/catalogues, ensuring they are maintained and incorporate the products available to the Trust and ensure that all information (including prices) is as accurate as possible, including the masking of products to only authorised users.
- Develop and lead the Category action plan, linking in with the development and delivery of the annual Trust workplan, underpinning the Trusts strategic goals, financial targets, and individual objectives.
- Utilise the contract management database, to ensure the category contracts portfolio is effectively managed and used to inform the category work-plan.
- To monitor and manage the performance of suppliers within an agreed contract portfolio, and action as appropriate, e.g. contract reviews, performance monitoring, and resolution of disputes. To approve purchasing and contracting activity within your delegated authority.
- To organise time to ensure that continuous professional development to support the individual role, the department and future advancement is undertaken. Attend training and development courses when required.
- Maintain Atamis Procurement Management system for category.
- Extract and maintain information from Purchase to Pay System





### **People Management**

- To lead and manage procurement staff within category team in line with all Trust HR Policies & Procedures so that they are motivated, developed to deliver a professional approach and empowered with the responsibility for full supply chain management
- Provide mentoring to the Procurement Team members to achieve procurement excellence.
- Undertake performance management with team members to support them in achieving their individual goals and delivering the team work-plan as a whole. Use stretching targets and objectives to develop individuals as well as enhance performance and outcomes.

### **Effort & Environment**

- The Trust operates with a hybrid working environment and the post holder will need to ensure their team members and their role operates in the most effective way;
- Required to sit for extended periods, for example whilst working on computer equipment or during meetings.
- Operation of computer equipment with a VDU for some of each working day.
- This is a management role with a high level of autonomy and self- management, as well as supplier and stakeholder relationship managements.
- To undertake some activity to travel when required and to work in other locations including other Trust and non-Trust premises. Given the external facing nature of procurement activity, there will be a requirement for flexibility.
- 'Can do' attitude, high degree of self-motivation and ability to work effectively in collaborative situations are essential requirements.

## **Standard Role Requirements**

### **Health and Safety**

To take reasonable care for own health and safety and that of others who may be affected by the post holder's actions at work.



## **No smoking policy**

The buildings, grounds and car parks owned or managed by the Trust are smoke-free zones and smoking is not permitted whilst on NHS/Trust premises; attending external meetings on behalf of the Trust; wearing NHS/Trust-identifiable clothing or other markings, or whilst in NHS/Trust vehicles.

## **Risk**

To develop and implement robust systems for risk management across the areas of responsibility of the post. To be responsible and accountable for risk in these areas.

To be personally responsible for not undertaking any task or action which would knowingly cause risk to self, others, or to the Trust.

As far as is reasonably practicable, to prevent other people from undertaking tasks or actions which would knowingly cause risks to themselves, others, or to the Trust.

To identify and report actual or potential hazards/risks in the work environment in accordance with Trust policies.

To participate in briefing/training sessions and carry out any agreed control measures and duties as instructed.

Take immediate action to minimise risks where it is reasonably practicable to do so.

## **Records management, confidentiality and security of information**

To adhere to Trust policies and procedures as directed in training and guidelines and as advised by relevant colleagues (including designated Local Records Manager) in relation to creating records and handling information. Undertake action as required to implement and comply with these policies and procedures. To report any non-compliance.

To maintain confidentiality in relation to personal data held for colleagues and patients, ensuring it is processed lawfully; for no purpose other than for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 1998, and records management guidance.

To maintain confidentiality of patient-identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis in accordance with the responsibilities of the Trust's Caldicott Guardian.

## **Infection control**

Responsible for ensuring the effective implementation and monitoring of infection prevention and control in all areas within his/her area of responsibility to ensure continued compliance of the Trust with the Health Act 2006, Health and Social Care Act 2008 and any future Acts of Parliament regarding infection prevention and control.



Adhere to the Infection Prevention and Control policy at all times, providing clear leadership and promotion of responsible attitudes towards infection prevention and control

Responsible for infection prevention and control within his/her area of responsibility, ensuring the effective implementation and monitoring of infection prevention and control under his/her control. Ensure infection prevention and control audits are undertaken in their area of responsibility, as requested by the Director with responsibility for infection prevention and control.

To ensure that relevant staff, contractors and other persons, whose normal duties are directly or indirectly concerned with patient care, receive suitable and sufficient training, information and supervision on the measures required to prevent and control risks of infection, so far as reasonably practicable.

Alcohol hand rub must be carried at all times whilst in uniform; good hand hygiene must be maintained.

Responsible for including infection prevention and control within the managerial job descriptions and appraisals of all managers under his/her control.

## Patient and public involvement

To be aware of responsibilities under sections 7 and 11 of the Health and Social Care Act 2001 to involve patients and the public in the ongoing planning, development and delivery of health services, and to involve patients in their own care, as far as is reasonably practicable.

# Person Specification

	Essential	Desirable
<b>Education and qualifications</b>	<ul style="list-style-type: none"><li>Degree qualified or equivalent.</li><li>Graduate of Chartered Institute of Purchasing and Supply (CIPS) with full MCIPS membership.</li></ul>	Masters qualification
<b>Previous experience (Paid/ Unpaid relevant to job)</b>	<ul style="list-style-type: none"><li>Specialist commercial / NHS experience and knowledge in purchasing and supply</li><li>Procurement procedures</li><li>Risk assessment/analysis training</li></ul>	<p>Proven track record of managing complex projects</p> <p>Experience in Lean Six Sigma, initiatives Quality Circles, 5S</p>



	<ul style="list-style-type: none"> <li>• Significant experience &amp; understanding and application of Strategic Sourcing methodologies</li> <li>• Experience of contract management – the ability to manage multiple contracts to ensure best value for money with high service levels</li> <li>• Experience of project managing complex / high value procurement activities from initial planning and tender to contract award</li> <li>• Experience in resolving complex queries and influencing and managing people</li> <li>• Experience of team working, delegation and empowerment</li> <li>• Experience of supplier relationship management</li> <li>• Experience of building collaborative partnerships with both internal and external stakeholders</li> <li>• Experience of Purchase to Pay systems.</li> <li>• Experience of electronic tender, contract management and workplan systems,</li> </ul>	(Sort, Set In order, Shine, Standardize and Sustain) Kaizen, and Quality Circles.
<b>Skills, knowledge, ability</b>	<ul style="list-style-type: none"> <li>• Management of resources and financial risk and using commercial acumen to gain best value for money and cost reductions.</li> <li>• Track record of ability to deliver against targets and in delivering recurrent non-pay savings to the customer base</li> </ul>	Change Management skills.



	<ul style="list-style-type: none"><li>• Advanced procurement knowledge comprising:-</li><li>• Advanced negotiation skills,</li><li>• Knowledge of strategic sourcing methodologies, Knowledge of supply chain theory,</li><li>• Persuading, influencing and interpersonal skills,</li><li>• Contract law and dispute resolution,</li><li>• Statistical and data analysis skills,</li><li>• Knowledge of market areas related to specific work categories,</li><li>• Finance and leasing knowledge,</li><li>• Business development and marketing plans</li><li>• Public Procurement Law</li><li>• Understanding and knowledge of Trust Standing Financial Instructions, UK Government procurement directives and UK legislation, e.g. TUPE, Competition Act, Race Relations, Data Protection, Freedom of Information, etc.</li><li>• Chartered Institute of Purchasing &amp; Supply Code of Conduct</li><li>• Procurement Directives - implements and monitors policies and procedures relating to UK law.</li><li>• Understands and develops sustainable development and social value strategies in partnership with the wider health community</li><li>• The post holder has to</li></ul>	
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	<p>foster the need to combine stakeholder expertise to more accurately identify current practice and process efficiencies</p> <ul style="list-style-type: none"> <li>• Project management - the ability to participate in complex projects, involving personnel from many disciplines/departments in client organisations and suppliers</li> <li>• Advanced IT skills including knowledge of specialist software for contract management, electronic catalogue and e-procurement systems to ensure efficient use of procurement enablement technologies (e.g. tender evaluation software)</li> <li>• People management - the ability to manage, influence and lead people who may or may not be direct reports</li> <li>• Knowledge of Logistics processes</li> <li>• Interpreting P2P systems.</li> </ul>	
<b>Aptitude and personal characteristics</b>	<ul style="list-style-type: none"> <li>• Strong Leadership Skills</li> <li>• Self-reliant and tenacious</li> <li>• Team player to collaborate with business units and functional partners like IMT, Finance, HR, Governance, etc.</li> <li>• Highly analytical</li> <li>• Dependable and able to manage own and team priorities</li> <li>• An elevated level of autonomy and self-management, supplier and stakeholder relationship managements</li> </ul>	Customer-focused



	<ul style="list-style-type: none"><li>• Given the external facing nature of procurement activity, there will be a requirement for flexibility</li><li>• 'Can do' attitude, high degree of self-motivation and ability to work effectively in collaborative situations</li><li>• Plenty of drive and initiative</li><li>• Willingness to implement new concepts</li><li>• Politically and commercially astute</li><li>• Emotionally intelligent</li><li>• Innovative and forward thinking</li><li>• Encourages staff feedback</li><li>• Strategic mindset and problem-solving</li><li>• Customer-focused</li><li>• Analytical mindset, but also creativity to seek, encourage and find non-traditional approaches that have historically "boxed-in" procurement</li></ul>	
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