

Procurement Contract Support

Grade/Pay £22.5k – 29kp.a **Reports to** Procurement Contract Manager
Division/Directorate **Location**
Basis Full time, permanent **Travel required?** Yes

Reporting Lines

Procurement Specialist →	Procurement Contract Manager →	National Category Manager →	Category Tower Director →	Managing Director
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Purpose

The role will support the selling and delivery of a procurement to meet customer specific needs. Strategic procurements will span across a range of clinical, medical and surgical procurements, depending on tower.

Working closely with colleagues, you will assist the designated category management and support procurement team to obtain the maximum possible benefits.

- MI data collection
- Running benchmarking processes
- Assisting the Category Managers / Clinical Engagement and Implementation Managers in day to day tasks
- Assisting the Procurement Contract Manager and Procurement Specialists
- Managing the web based tender portal, Intenda and ensuring correspondence is issued via the portal and supplier information is issued and responded to as required
- Managing contracts database
- Manages CRM and Product Database,
- Manages invoice queries via Oracle or similar
- Catalogue management, adding and deleting lines as required
- Supporting further competitions and trust evaluations
- Managing queries
- Attending meetings to support the Category Managers and/or Clinical Engagement & Implementation Managers as required.

Budget responsibility	N/a	Unit revenue	n/a
Geographic responsibility	As per Tower location	Team size	Varies depending on Tower

Main accountabilities

<ul style="list-style-type: none"> • To assist the designated category management and procurement team in obtaining the maximum possible benefits from the money spent on goods and services 	<ul style="list-style-type: none"> • Ensuring best value for money, high quality, and innovation is delivered at all times
<ul style="list-style-type: none"> • To contribute towards releasing cost savings, add value and ensure probity through contract compliance and supporting with ongoing performance 	<ul style="list-style-type: none"> • Ensure robust reporting systems are agreed and in place to monitor progress and identify issues requiring intervention to ensure that the objective is delivered

monitoring of contracts and contractors.	on time.
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Finance & Projects

<ul style="list-style-type: none"> Support team with assessments and plan projects covering major areas of spend on behalf of multiple organisations 	<ul style="list-style-type: none"> Implement project gateway review stage(s), briefing the sourcing team on respective roles, responsibilities and accountability.
<ul style="list-style-type: none"> Support in the planning and organisation of complex activities or programmes. 	<ul style="list-style-type: none"> Support in purchasing of some goods and services. Advising on purchasing costs

People management

<ul style="list-style-type: none"> There are no line management responsibilities associated with this role

Requirements for the role

Divisional experience	<ul style="list-style-type: none"> Business acumen and the ability to influence and manage commercial opportunities Previous experience of change management Experience in product and equipment evaluation techniques Experience of customer relationship management
Functional experience	<ul style="list-style-type: none"> A good understanding of NHS supplies and procurement procedures Knowledge of contract law, procurement law, including knowledge of European public sector procurement directives e.g. GATT and EU procurement, CE registration and classification, UN global standards etc. Knowledge of Market and Supplier intelligence and management Knowledge of research, knowledge and information management Knowledge of Supplier/Market management Knowledge of Customer relationship management IT literate in procurement systems Microsoft applications, contract and compliance monitoring tools Change management Team working
Geographical experience	<ul style="list-style-type: none"> Willingness to travel as required
Education/qualification	<ul style="list-style-type: none"> Business degree in a related subject or equivalent experience in a related subject area. Recognised continuing professional development at an advanced level Evidence of on-going training and development within a related subject area. CIPS qualified or working towards CIPS – or an



	equivalent qualification.
Language	<ul style="list-style-type: none"> English (fluent)

Core competencies

Customer focus	<ul style="list-style-type: none"> Liaison with Supplies, Senior Category Managers and supply chain staff, nationally and regionally, to deliver better value in the management of key markets. <ul style="list-style-type: none"> Maintains effective relationships with customers Develops, commercialises and delivers high quality / innovative services and solutions Inspires customers and gains their commitment Gains organisational alignment and support for customer needs
Shaping direction	<ul style="list-style-type: none"> Supports the team to maintain perspective pertaining to strategy Supports the development of sustainable strategies that support Investment, Provider and Employer of Choice Supports the procurement team and aligns the organisation to make the strategy a reality
Driving high performance	<ul style="list-style-type: none"> Work on own initiative and responsible for the management of own workload and specific projects. <ul style="list-style-type: none"> Establishes clear, challenging and achievable objectives
Developing others	<ul style="list-style-type: none"> Encourage and support effective team working with other product category teams, system re-engineering specialists, suppliers and staff throughout the supply chain.
Developing self	<ul style="list-style-type: none"> Identify own personal development needs <ul style="list-style-type: none"> Conveys a clear sense of personal goals and values Actively seeks feedback to improve performance Develops new skills and modifies behaviours based on feedback Takes personal responsibility for careers and development Lead responsibility for own work area.

Functional competencies

Procurement context	<ul style="list-style-type: none"> Competent and confident to make sound decisions about wide-ranging procurement issues. <ul style="list-style-type: none"> understanding of OJEU obligations and how day-to-day activities contribute/are impacted by legal obligation. understanding of the difference between procurement within the private sector and public sector. understanding of how Government departments interact with the business and our obligations to them. compliance with administrative and procedural needs through adherence to pre-defined rules/procedures, under supervision
Procurement process	<ul style="list-style-type: none"> Establish the CPP as the centre of procurement excellence within the health economy. <ul style="list-style-type: none"> Able to place orders within the framework of



	<p>nationally/locally let agreements.</p> <ul style="list-style-type: none"> ○ Draft basic tender documentation, using E-procurement tools, ensuring appropriate terms and conditions and pricing requirements are included.
Strategy & Vision	<ul style="list-style-type: none"> ● Actively sells own experience knowledge and capabilities to generate work appropriate to the strategic direction <ul style="list-style-type: none"> ○ awareness of strategic agenda and issues. ○ Involvement in supporting or administrative capacity only, under supervision
Stakeholder engagement	<ul style="list-style-type: none"> ● Develop and improves relationships with stakeholder departments by proactively understanding wants and needs by supporting co-created innovative solutions. <ul style="list-style-type: none"> ○ Awareness / understanding of supplier / customer relations. ○ Supportive/administrative involvement, under supervision
Market awareness	<ul style="list-style-type: none"> ● Promote cost effective solutions to maintain contract compliance with 'best buy guide' product/service category and market plans. <ul style="list-style-type: none"> ○ Awareness of markets as a source of supply, but no detailed market/product knowledge, with limited commercial focus. ○ Administrative/supporting involvement only under supervision.
Commercial acumen	<ul style="list-style-type: none"> ● Maximise commercial opportunities through regular contact with customers, stakeholders, suppliers and operational staff, to develop market, supply chain and category group knowledge. <ul style="list-style-type: none"> ○ A full understanding of financial accounts / appraisal and of supplier cost bases. ○ Full understanding of external cost pressures and how these drive business operating costs (commodity, fuel etc.) ○ Enough knowledge to know when further advice may be necessary.