

ASSISTANT PROCUREMENT MANAGER

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone

- Provide advice and support on buying goods and services for the Trust, making sure the best value is achieved.
- Manage a range of contracts and help plan for renewals.
- Look for ways to save money and improve efficiency in spending.
- Work with different teams and organisations to deliver shared benefits.
- May lead and develop a team to meet targets such as savings and customer satisfaction.
- Continue learning and developing skills through training and on-the-job experience.

Job Description

Job title:	Assistant Procurement Manager
Grade:	Band 6/7
Site:	The Shrewsbury Business Park
Accountable to:	Head of Strategic Procurement
DBS required:	No

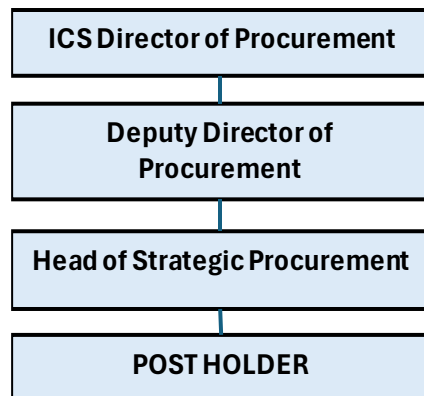
Shropshire Healthcare Procurement Service (SHPS) is a shared service delivering professional procurement services for The Shrewsbury & Telford Hospitals NHS Trust and Shropshire Community Health NHS Trust, The Robert Jones & Agnes Hunt Orthopaedic Hospital NHS Foundation Trust, and the Telford & Wrekin Integrated Care Board.

Purpose of the post

- The post holder will be expected to provide professional procurement advice and support and to lead the procurement process in delivering best value and service to the Trust(s).
- To develop and manage a portfolio of contracts and support its renewal strategy.
- To strategically manage non-pay expenditure within the respective division and actively identify and deliver areas of efficiencies which include savings.
- The role may involve leading / managing a team and the post holder will assist in developing the team's skills and capability to meet internally & externally set performance management targets, i.e. savings, contract coverage and customer satisfaction.

- The postholder will develop their own skills and experience through on the job and associated training courses.
- The post holder will need to work across Trust divisions / Trusts and collaborate across the ICS where necessary to deliver mutual benefits and efficiencies

Organisational Position



Job Duties

- To provide sound procurement advice and expertise to member Trusts and Divisions.
- To develop and manage a detailed work plan in support of managing a portfolio of contracts and supporting its renewal strategy in consultation with Divisions.
- To research new projects, invite, evaluate, and process RFQ's / Tenders to include negotiations and also to develop contracts for final sign off.
- To provide detailed technical and professional procurement advice and quality information on purchasing issues, trends and expenditure to customers, managers, and staff. This includes advice on purchase options such as Lease, hire or buy.
- To organise and manage product user groups and any associated product trials / research. Analyse departmental expenditure and advise action to ensure all spend adheres to Trust SFI's and Procurement Regulations.
- To build and manage commercial relations with internal and external stakeholders.
- To manage suppliers as part of the Trusts Contract management Policy.
- To identify and manage procurement projects that will deliver a benefit to the Trusts.
- To ensure the highest levels of customer care to both internal and external customers.
- To manage relevant, electronic product catalogues, contracts, and savings databases.

- To prepare detailed proposal documents outlining supply chain options. This will often require the use of complex data and market analysis using spread sheets and the use of presentations.
- Plan and coordinate own workload and that of the division, to ensure compliance with the local work plans and objectives.
- Prepare, disseminate, and distribute data for national, collaborative and network procurement activity
- Ensure compliance with the organisation's purchasing procedure manual and other relevant documents, to include Trust SFI's and the Procurement Act.
- Review procurement and contracting methods to ensure the appropriate supply chain is being used.
- Negotiate contracts that demonstrate value for money to customers and flexible outcomes, tailored to meet specific customer needs.
- To ensure that the Trust's risk management policies and controls assurance standards are complied with.
- Maintain a high level of contact with customers on the work programme through divisional management meetings and other appropriate customer liaison mechanisms.
- Authorising, expediting, and answering all invoicing discrepancies appropriate to commodity areas
- To review and optimise supply chain arrangements such as stock levels delivery frequency, product range, availability, and pricing policies.
- Sign off quotations ensuring compliance with internal & external regulatory policies & procedures.
- Full CIPS membership or equivalent experience is required and or the willingness to commit to studying towards full CIPS membership.
- Procurement experience to include Procurement Act directives, negotiation, developed through short courses, self-experience and self-study or the commitment and willingness to undertake self and on the job development to meet the required standard.
- Experience working within the NHS in either procurement or other function, but with some knowledge / links to procurement or stores & logistics or comparable experience.
- Literacy, numeracy and I.T. skills essential (to standard ECDL level)
- To work flexibly across the procurement department as required, to meet business needs

Professional

- Act in a professional manner at all times and fully promote a positive image of the Trust and upholds its core values.
- Practise in accordance with Trust policies, procedures, and guidelines and UK GOV regs.

- Raise any concerns regarding standards and quality of care, patient safety or any lapses in professional conduct to the line Manager/department Manager, in line with local guidelines.

Education

- Take responsibility for own continuous professional development and mandatory and statutory training, and disseminate learning and information gained to other team members in order to share good practice.
- Take ownership of annual appraisal, working with appraiser to ensure one is undertaken at least annually, and take responsibility for learning and development activities identified as a result of appraisal and in your Personal Development Plan (PDP).
- Participate in formal and informal education programmes to create and maintain a positive learning environment and assist with the orientation programme for new members of the Procurement team.
- Proactively use information technology resources to keep up to date with current practice.
- Maintain up-to-date training in information technology (IT) skills and demonstrate a good working knowledge of confidentiality and data protection.

Management

- Work as an effective and responsible team member supporting others by demonstrating good practice including utilising mechanisms to develop and implement new ways of working.
- Leading a team and developing the team's skills and capability to meet internally & externally set performance management targets, for example savings, contract coverage & Customer satisfaction.
- Prioritise own workload and ensure effective time-management strategies are embedded in own practice and act in a manner that promotes quality of care.
- Participate in team activities that create opportunities to improve data accuracy working with department management to effect change.
- Promote a professional and happy working environment conducive to high staff morale.
- Promote and maintain a safe environment for staff, ensuring high standards of cleanliness and tidiness are maintained and that work practices conform to health, safety and security legislation, policies, procedures, and guidelines.

Quality

- Provide support, guidance and advise for information and data for member Trusts.
- Participate in activities to improve the quality, productivity, and effectiveness of the SHPS service, in response to local and national policies and initiatives, implementing improvements as required.
- Contribute to continuous improvement activities, making suggestions and recommendations for advancement of quality.

Communication

- Communicate accurately in a professional manner to all staff on a concise and appropriate way.
- Using a range of communication tools, interpret and present information to customers in ways that can be clearly understood, recognising individual needs, and overcoming any barriers to communication.
- Attend and actively participate in department / divisional meetings.
- Maintain confidentiality at all times, as required by legislation and Trust policy.

Managing Resources

- Ensure that all resources are used effectively, with the minimum of waste, making recommendations where it is evident that appropriate changes may improve efficiency.
- Ensure technical, clinical, and non-clinical equipment is maintained, cleaned, and stored correctly and that any faults and defects are reported promptly.
- Contribute to the effective and economic use of resources e.g., local recycling schemes.

Managing Information

- Ensure accurate and timely data entry to contribute to the provision and analysis of information.
- Take personal responsibility for safeguarding and ensuring the quality of information including complying with the requirements of the Data Protection Act 2018 / GDPR.
- Create and use records, including electronic, in a manner that complies with legislation, professional standards and organisational policies for record keeping.
- Understand own and others responsibility to the individual organisation regarding the Freedom of Information Act.

Risk Management

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- Undertake mandatory and statutory training.
- Report incidents, accidents and near misses using the Trust's incident reporting system and in accordance with Trust policy.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent experience 	<ul style="list-style-type: none"> Corporate Membership of the Institute of Purchasing & Supply or equivalent experience is required. Procurement experience to include EU Procurement Directives, Negotiation, developed through short courses, self-experience & self-study. Project management experience
Knowledge, Behaviours and Experience	<ul style="list-style-type: none"> Experience of working within large multi discipline organisation Customer relationship development Willingness to develop own knowledge and skills 	<ul style="list-style-type: none"> Spend Comparison Service or other benchmarking platforms Knowledge of NHS Supply Chain. Experience of working in procurement / stores or logistics within the NHS or comparable experience Significant first line Management experience in a procurement environment Understanding of strategic purchasing and supply chain management Understanding of operational

		<p>requirements of purchasing and supply</p> <ul style="list-style-type: none"> • Presentation of finance and statistical data • Ideally NHS experience particularly in a procurement environment
Skills	<ul style="list-style-type: none"> • IT Skills • Effective communicator both with oral and written at supervisory levels within the organisation • Good project management skills • Demonstrate a commitment to a team approach to working • Presentation skills 	<ul style="list-style-type: none"> • Effective communicator both with oral and written at supervisory levels within the organisation
Other	<ul style="list-style-type: none"> • Ability to work under pressure and adjust workloads to meet changes & interruptions • Deal with stressful situations with frequent demands from users, management & suppliers • Ability to meet deadlines and good time management • Willing to travel to any Trust site or venue for meetings/conferences or training as required 	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the

Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

