



PROCUREMENT MANAGER CENTRE LEAD

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Procurement Manager Centre Lead
Band	7
Directorate	Resources Directorate
Accountable to	Head of Strategic Procurement / Deputy Director of Procurement
DBS Required?	None

JOB OVERVIEW

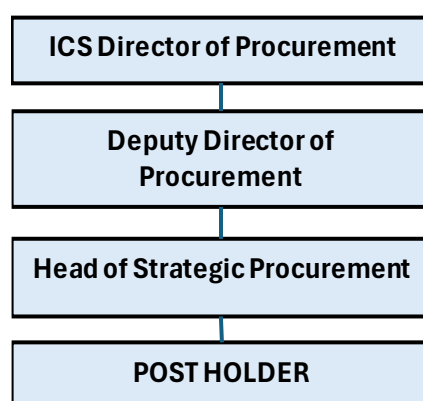
Shropshire Healthcare Procurement Service (SHPS) is a shared service delivering professional procurement services for The Shrewsbury & Telford Hospitals NHS Trust, The Robert Jones & Agnes Hunt Orthopaedic Hospital NHS Foundation Trust, Shropshire Community Health NHS Trust and NHS Shropshire, Telford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

Purpose of the post:

- The post holder will be expected to provide professional procurement advice, and to lead the procurement process to deliver best value and service to the member Trust/s. They will strategically manage non pay expenditure within the respective centres/divisions. To take lead responsibility for the delivery of strategic and operational procurement within centres/divisions.
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- To deliver aspects of a complex contracts work plan and participate in appropriate consortia. This will include the achievement of annual savings targets, compliance with all legislation, identifying areas for future investigation and bringing added value to the benefit of the Trust/s.
- To take the lead in all relevant internal and external meetings to raise the profile and improve service delivery of the procurement function.
- Work at centre/division level to review non pay spend and identify cost improvement initiatives in conjunction with centre manager and deputy manager and Head of Procurement.
- Responsible for delivering CIP for centre/division non pay procurement initiatives.
- Work across Trusts/divisions to collaborate across the ICS where necessary to deliver mutual benefits.
- To work flexibly to meet the needs of the service.

Organisation Position



Job Duties

- Provide specialist strategic procurement knowledge across a broad spectrum of commodity areas.
- Take responsibility for the purchase of goods and/or services by delivering a portfolio of complex and high value contracts and develop new and innovation methods of evaluating tender returns to maximise value added and savings opportunities for the trust.
- Management of complex tenders and contract documentation in line with the public contract regulations for an agreed portfolio of contracts and negotiate with suppliers and user departments to ensure optimum value for money.
- Work closely with user departments to ensure they produce complete accurate and relevant specifications for goods and services. Offer commercial/contractual advice and guidance to Directorates for all goods service as required.
- To research projects, prepare specifications, invite, evaluate, and activate tenders and quotations, negotiate, and place orders and develop contracts to final sign off.
- Lead tender adjudication meetings and supplier meetings (pre and post tender) acting as chairperson or secretary as required.
- To hold debrief meetings with both successful and unsuccessful suppliers in line the PCR.
- Take an active role in the development and delivery of the annual Procurement work plan implementing policy throughout activity.
- Identify new areas for contracting and work with departments to successfully to implement changes, clinical trials, and R & D activities. Increase purchase order expenditure managed by contracts.
- Maintain work plans and databases to ensure they are always up to date, and effective reports are

available as and when required. Use these tools to manage resources and priorities within the team and assisting centres/divisions in their CIP.

- Provide departments and senior managers with professional advice on quality, price, products, trends, and expenditure to enable departments to review and achieve CIP targets
- Maintain senior management customer contact within all trusts, attending meetings, giving presentations, providing procurement legal advice where possible and produce papers for Trust Boards as necessary.
- Assist in the development and implementation of departmental policies and procedures, impacting across the Trust and systems, and train staff where appropriate.
- Ensure compliance with the organisation's procurement procedure manual and other relevant documents.
- Monitor and audit agreed policies including SFI's in line with the latest PCR.
- Contribute towards developing and monitoring of procurement and IT strategies and trust specific SLA's which may in turn enable trust to review their overall strategy (Head of procurement to lead).
- Responsible for producing/presenting financial and procurement data to:
- Develop and modify as necessary a comprehensive suite of quarterly reports to inform the trust on an agreed range of statistics and performance figures.
- Make recommendations to managers and trusts as appropriate to highlight potential improvements in service and CIP targets.
- Contribute towards departmental response to Audit reviews and implementing changes as recommended to allow the HOP to sign off as appropriate, to act as an internal consultant offering procurement advice and expertise to Trusts within geographical Procurement division.
- To ensure the highest levels of customer care to both internal and external customers.
- 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.
- Monitoring and setting of objectives based on SHPS overall KPI'S and in line with SHPS/Trust strategy.
- Maintain a high level of contact with customers on the work programme through management meetings and other appropriate customer liaison mechanisms.
- To review and optimise supply chain arrangements such as stock levels delivery, frequency, product range, availability, and pricing policies.
- Sign off/approval quotations ensuring compliance with internal and external regulatory policies and procedures.
- To develop a detailed work plan in consultation with centres.
- To deliver the procurement objectives for Trusts within centres.
- To provide detailed technical and professional procurement advice and quality expenditure to customers, managers, and staff. This includes advice on purchase options such as lease, hire or buy.
- Attend Directorate review meetings, acting as the main lead for any detail and actions following.
- Maintain a close working relationship with all key client stakeholders to ensure the profile and professionalism of the department exceeds the expectations of the client base.
- Undertaking any other assignments or duties allocated by the Head of procurement.

Professional

- Act at all times in a professional manner that promotes a positive image of the Trust and upholds its core values.
- Practise in accordance with Trust policies, procedures, and guidelines. .
- 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.
- To be fully aware of and implement and abide by the Procurement Act 2023, upon its introduction.
- Take ownership of own 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

- Provide leadership to all staff, including line management of staff where applicable, that promotes a culture of positive and effective teamwork.
- 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.
- Prioritise own workload and ensure effective time-management strategies are embedded in own practice and act in a manner that promotes quality of care.
- Be responsible for patient care activities conducted by other members of staff under your
- 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 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.
- 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

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Qualified Member of the Chartered Institute of Purchasing & Supply Chain (MCIPS) or equivalent Qualifications/experience. • Good standard of general education, including GCSE English Maths or equivalent • Knowledge of a wide range of statistical/numerical techniques and procedures acquired through qualification to degree level or equivalent. 	<ul style="list-style-type: none"> • Project management experience or equivalent qualification

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Significant experience of negotiating contracts in a large organisation and a track record of achieving significant cost reductions. • Advanced knowledge in the use of Microsoft office suite of applications including daily use of Microsoft Word & Excel • Extensive knowledge of the Public Contract regulations • Proactive and self-motivated • Highly literate with excellent written/verbal communication skills • High level of customer care skills with experience in customer service. • Able to work flexibly to meet the needs of the service • Enthusiasm and passion for making a difference and for change/improvement • Effective and willing team worker • Clear commitment to personal development 	<ul style="list-style-type: none"> • Knowledge of the NHS Model Hospital • Spend Comparison Service or other benchmarking platforms • Knowledge of NHS Supply Chain. • NHS Experience in a management level role • Training / knowledge of the Procurement Act 2023. • Experience in managing a team

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent organisational and time management skills • Excellent written and verbal communication skills • A high level of professionalism, discretion, diplomacy, and confidentiality • The ability to calmly and effectively prioritise numerous tasks and work under pressure to achieve tight deadlines for yourself and others • Ability to delegate as necessary • Ability to use initiative as appropriate • Specialist procurement knowledge 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Experience of competitive tenders/quotations. • Ability to train and manage others. • Proven management skills • High degree of accuracy and attention to detail. • Commercially astute in leading on the development, negotiation, and delivery of procurement projects. • Contract management experience. • Good communication, written and oral at senior manager level. • Ability to lead and manage a team of staff. • Able to use initiative and work independently as well as part of a large team. • 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 & 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.

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

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

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.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

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[Getting to The Royal Shrewsbury Hospital](#)

The Princess Royal Hospital

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Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)