

Procurement Specialist

Grade/Pay £29.5k – 33k p.a.

Reports to Procurement Contract Manager

Division/Directorate
Location
Basis Full time, permanent

Travel required? Yes

Reporting Lines

Procurement Contract Manager →	National Category Manager →	Category Tower Director &/or Business & Performance Mgr →	Managing Director
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Purpose

Reporting to the Procurement Contract Manager, the role will lead on all designated areas of procurement and supply activities, to deliver best value for goods and services across the category tower. This will include:

- delivering a coherent portfolio of procurement services, working in collaboration with the Department of Health and other Category Tower stakeholders and colleagues
- identifying commercial and saving opportunities and ensure activities are delivered in a timely manner

Key Responsibilities

- Work with procurement and wider divisional teams to identify commercial, tender and saving opportunities,
- Manage those on clearly defined individual and teamwork plans and ensure activities are delivered in a timely manner.
- Proactively advise team members and stakeholders on procurement processes, information systems, procurement best practice and promote a professional procurement approach.

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"> • Proactively seek and implement opportunities for significant direct and indirect savings, recurring or non-recurring, and added value through contracting and negotiation. 	<ul style="list-style-type: none"> • Carry out procurements for high value, detailed contracts and be able to develop appropriate evaluation methods and interpretation thereof, as well as analysis, comparison and assessment.
<ul style="list-style-type: none"> • Identify and develop opportunities for strategic supplier partnerships, supporting long-term cost reduction initiatives. 	<ul style="list-style-type: none"> • Lead and support product evaluation and selection sub group activities as required
<ul style="list-style-type: none"> • Manage and coordinate all activities, agencies, suppliers and personnel to successfully undertake a number of strategic and tactical sourcing projects, from initial scoping through to contract award. 	<ul style="list-style-type: none"> • Writing complex tender specifications, contract schedules, service level agreements, impact statements and reports for senior managers on awarding tender

	<ul style="list-style-type: none"> Ensuring compliance with EU Procurement Law and responding to challenges as raised by the market to resist any formal legal challenges that may arise.
<ul style="list-style-type: none"> Undertake all procurement activities in full accordance with procurement legislations, environment and sustainability requirements. 	<ul style="list-style-type: none"> Promotes procurement best practice for all products and services, achieving yearly savings in line with strategy

Finance & Projects

<ul style="list-style-type: none"> Actively identify and report on cost reduction opportunities achieved as part of projects work being undertaken. 	<ul style="list-style-type: none"> Ensure all areas of spend are analysed to identify potential cost savings initiative in conjunction with key stakeholders.
<ul style="list-style-type: none"> Actively identify and report on cost reduction opportunities achieved as part of projects work being undertaken. 	<ul style="list-style-type: none"> Manages projects effectively to ensure the savings are delivered in line with the work plan.
<ul style="list-style-type: none"> Responsible for the procurement or maintenance of all physical assets or supplies. 	<ul style="list-style-type: none"> Responsible for the authorisation of new contracts and purchase orders.
<ul style="list-style-type: none"> Deliver cash releasing and cost avoidance financial savings as outlined in the annual work plan. 	<ul style="list-style-type: none"> Actively contributes to the identifications of solutions to address variances in targets.

People management

<ul style="list-style-type: none"> Responsible for recruitment and selection of staff. 	<ul style="list-style-type: none"> Monitor workload, performance and achievement of targets.
<ul style="list-style-type: none"> Allocate work to staff, whilst coordinating day-to-day activity. 	Support the development of Procurement Support in order to ensure ability to progress when opportunities arise

Requirements for the role

Divisional experience	<ul style="list-style-type: none"> Experience in a senior management role within a procurement / commercial environment, with demonstrated evidence of cash releasing savings and benefit to the procurement process. Proven experience of change management, lean principle and ability to implement change successfully. Experience and comprehensive knowledge of procurement management. Experience of managing performance issues Experience of inventory management, logistics and supply chain management.
Functional experience	<ul style="list-style-type: none"> Extensive and thorough background within procurement, with practical knowledge and experience of tendering process. Detailed understanding of and ability to apply EU Public Procurement Legislations.



JOB DESCRIPTION

	<ul style="list-style-type: none"> Knowledge of NHS commissioning and related policies and frameworks. Knowledge and understanding on contract activity and financial information. Extensive background within procurement with practical knowledge and experience of tendering process and contract management. Detailed understanding of and ability to apply procurement legislation
Geographical experience	<ul style="list-style-type: none"> willingness to travel as required
Education/qualification	<ul style="list-style-type: none"> Educated to degree level within a related subject area or equivalent qualification or equivalent experience. e.g. CIPS qualified or working towards being qualified Evidence of continuing professional development. A robust knowledge of EU Procurement and Procurement Law is essential.
Language	<ul style="list-style-type: none"> English (fluent)

Core competencies

Customer focus	<ul style="list-style-type: none"> Be customer and services focused, whilst maintaining a quality service, and performing and projecting a professional image to high standards.
Shaping direction	<ul style="list-style-type: none"> Lead on how best to achieve defined expected results, guided by principles and broad organisational and departmental policies or regulations.
Driving high performance	<ul style="list-style-type: none"> Ensure continual improvement and innovation in service delivery.
Developing others	<ul style="list-style-type: none"> The development of annual work plans for self and the team and manages these work plans throughout the year.
Developing self	<ul style="list-style-type: none"> Take personal responsibility for own development by ensuring continuous professional development remains a priority

Functional competencies

Procurement context	<ul style="list-style-type: none"> Responsible for developing, implementing, monitoring and reviewing procurement strategies for allocated procurement areas, through detailed demand and market analysis and strategy sourcing process
Procurement process	<ul style="list-style-type: none"> Promote procurement best practice for all products and services, achieving yearly savings in line with strategy
Strategy & Vision	<ul style="list-style-type: none"> Deliver a strategic procurement service for identified categories. Manage the procurement service within the constraints of strategic plan
Stakeholder engagement	<ul style="list-style-type: none"> Influence, persuade and engage with stakeholders and suppliers to maximise value.
Market awareness	<ul style="list-style-type: none"> Undertake all procurement activities in full accordance with procurement legislations, environment and sustainability requirements.
Commercial acumen	<ul style="list-style-type: none"> Implement strategies to manage assigned procurement



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	<p>portfolio and projects.</p> <ul style="list-style-type: none">• Monitor purchasing trends both internally and externally, with the aid of market intelligence, to support strategies that optimise cost reductions.
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