



## **JOB DESCRIPTION Procurement Specialist**

**RESPONSIBLE TO:** Finance Director

**DIVISION:** Health in Justice and Integrated Urgent Care

**LOCATION:** Theale, home working and occasional travel to sites

### **JOB SUMMARY**

The post holder will be the main point of contact for all procurement activities across the two divisions. This includes managing the existing supplier base, tendering for new contracts, and supporting the business with supplier issues.

### **Practice Plus Group**

Practice Plus Group (PPG), has a 30 year history of delivering healthcare across the UK. The company has two main operating divisions – Health in Justice and Integrated Urgent Care – and a small group function.

Practice Plus Group is the UK's largest provider of prison health services, providing care in 59 prisons serving over 45,000 UK prisoners, plus adjacent services such as Immigration Removal Centres and Liaison and Diversion services. The division has grown significantly in the last 10 years and business development continues to be a focus going forwards. The services provided to patients in this service line include primary care, mental health, substance misuse and a range of therapies.

Within the Integrated Urgent Care division, Practice Plus Group is a trusted provider of key primary care services critical to national NHS strategy. It is one of the UK's largest providers of 111 services, operating across many areas in the South of England. It is also a provider of Out of Hours services and runs two GP practices in London and Brighton.

PPG exists not as a competitor to the NHS, but a strategic partner. The drive for quality has led to innovations in procedures and services and an improvement in the patient experience that has encouraged commissioners across the country to partner with Practice Plus Group.

Practice Plus Group has a turnover in excess of £400m delivering EBITDA of £37m.

### **Principal Duties and Responsibilities**

The Procurement Specialist will oversee procurement activities in the 2 divisions, driving best practice procurement through sourcing best value products and services, standardising and consolidating purchasing where possible and ensuring contract compliance. They will be an integral part of the team, who will support the business with any supplier issues and liaise with both internal and external stakeholders.

Key responsibilities will include:

- Lead savings projects and tenders, updating contracts and agreements.
- Support programmes to standardise and consolidate contracts and ways of working across sites and divisions, contributing to cost reduction activity.
- Supplier relationship management.
- Leading and/or assisting in supplier negotiation as appropriate.

- Working cross functionally with Operations, Finance, and other subject matter experts to ensure product and service suitability and to ensure optimal business understanding at all times.
- Compile information from stakeholders and suppliers to support procurement projects and opportunities.
- Understanding business requirements and structuring deals to meet those requirements.
- Create tender documents including RFIs, RFQs and benchmarking.
- Drafting contracts based on standard terms and conditions.
- Monitor supplier compliance with contract terms and prices.
- Managing the process and governance for setting up new suppliers.
- Work alongside the Finance Director to deliver on strategy.

#### **Essential Criteria / Person Specification**

- Training towards or received CIPS qualification is preferable
- Excellent communication skills
- Attention to detail
- Good business acumen
- Willingness to learn and take on additional tasks
- Assertiveness when faced with business resistance to change
- Negotiation skills
- Ability to work independently

#### **General**

- Comply with the Company Appraisal system and attend an appraisal every half year and end of year.
- Ensure mandatory training requirements are met.

#### **SUPPLEMENTARY INFORMATION – Procurement Specialist**

<b>Salary:</b>	£45,000 to £50,000
<b>Hours:</b>	37.5
<b>Length of Contract:</b>	Permanent
<b>Leave:</b>	25 Days + Bank Holidays or as per current terms and conditions
<b>Pension:</b>	1%-5% matching incremental scheme or as per current terms and conditions