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| JOB DESCRIPTION Procurement Specialist - Clinical & Pharmacy |

**RESPONSIBLE TO: Procurement Manager**

**SERVICE LINE: Healthcare**

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

## JOB SUMMARY

To scope, manage and implement central procurement programmes to support 11 hospitals, over 50 prisons and primary care sites with support and guidance from Procurement Manager.

**Principal Duties and Responsibilities**

To support the Procurement Manager and wider finance division, driving best practice procurement through utilisation of supply frameworks, and ongoing supplier and contract management. The Procurement Specialist will manage their silo of procurement ensuring contract compliance, best value, standardisation and consolidation across sites. The Procurement Specialist will be an integral part of the team, whom will be a point of contact for the wider business to ensure stock availability, communicate any changes and respond to queries where applicable.

Key responsibilities will include:

* Lead appropriate savings projects and tenders with support from Procurement Manager, 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, including business reviews
* Leading and/or assisting in supplier negotiation as appropriate
* Working cross functionally with Operations, Finance, Clinical Supplies teams and Clinical Directors 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
* Collate and interpret data for analysis
* Create tender documents including RFIs, RFQs and benchmarking
* Manage own categories under the guidance of Procurement Manager
* Responsible for planning initial strategy with suppliers and stakeholders
* Work with the Clinical Supplies Managers to ensure compliance to national agreements and challenge where appropriate
* Escalate and communicate supply constraints to ensure product availability and mitigate risk, supported with providing forecasts and alternative products and sharing reporting
* Work alongside Procurement Manager to deliver on strategy.

Key spend areas will include:

* Pharmacy direct manufacturer deals and wholesale contract
* Joint (inc shoulder, thumb and foot and ankle) deals and standardisation
* Medical consumables
* Consignment stock
* Loan kit
* Ophthalmology

**Essential Criteria / Person Specification**

* Training towards or received CIPS qualification is advantageous, but not necessary
* 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
* Ability to break down a given challenge into the core issue with a view to resolution
* Open to change
* Negotiation skills
* Cross functional working

**General**

* Comply with the Company Appraisal system and attend an appraisal every half year and end of year.
* Ensure updated mandatory training requirements are met and equipment training records are maintained.
* Assist in the orientation and support of new staff to the unit.

**Health and Safety**

As an employee of Practice Plus Group, the postholder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………..

Date …………………………………..

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| **SUPPLEMENTARY INFORMATION – Procurement Specialist** |

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| **Salary:** | £40,0000 to £45,000 |
| **Hours:** | 37.5 |
| **Length of Contract:** | Permanent |
| **Leave:** | 25 Days + Bank Holidays or as per current terms and conditions |
| **Pension:** | 1%-5% matching incremental scheme or as per current terms and conditions |