

## Job Description

<b>Job Title:</b>	Contracts Buyer
<b>Base:</b>	RUH, Bath NHS FT, Salisbury NHS FT or Great Western Hospitals
<b>Band:</b>	5
<b>Reporting to:</b>	Senior Procurement Manager

### Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

#### Person Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

#### Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

#### Responsive

We will be action oriented, and respond positively to feedback.

#### Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

#### Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

### Main Purpose of the Job

Within the Trust Standing Financial Instructions, Standing Orders and Procurement Policy the job holder will actively seek to implement opportunities for added value procurement through contracting and improved cost effective supply arrangements, whilst maintaining customer service levels and compliance to EU procurement legislation across the Trust's clinical and corporate directorates. Working closely with the Senior Procurement Manager and Head of Sourcing to deliver savings against the Trust's challenging Cost Improvement Program the post holder will have responsibility for a member of staff and lead on a portfolio of contracts and projects associated with their allocated Directorate.

They will have a detailed understanding of all procurement procedures, including EU tendering, and have proven experience of delivering savings and managing collaborative relationships with like-minded organisations and key strategic suppliers.

### Main Responsibilities and Duties

To support the procurement strategic sourcing program to source and deliver competitive To support the procurement sourcing programme and operational procurement for a specified Directorate, taking the lead and contributing significantly to the delivery of contract compliance and savings of allocated procurement projects.

Liaising with Directorate stakeholders at all levels to understand and reflect the objectives of the



Directorate within the procurement workplan. Outlining roles and responsibilities for all parties associated with any project to guarantee delivery within agreed timescales.

Undertaking procurements for high value contracts and developing appropriate specifications and evaluation criteria/methodology with end users to ensure transparency and compliance with legal obligations.

Contract negotiation includes the consideration of supply chain activity to achieve overall least cost whilst maintaining quality, meeting recurring cost savings targets for the non-pay expenditure through the negotiation of contracts ranging in value.

To meet customer requirements by demonstrating best value for money through compliance with Directorate priorities and contracts, and by actively managing the market place through the implementation of key strategies for supplier relationship management and contract management.  
 Liaising with end users at all levels to ensure compliance in the use of agreed standardized products, ensuring the range of items within catalogues is rationalised to an optimum level.  
 Work with collaborative partners to ensure cohesive strategies are in place for the delivery of goods and services.

The post holder provide professional advice and support to communicate the necessary financial and procurement regulations to both Trust colleagues at all levels and external customers.  
 The post holder is responsible for the recruitment and selection of staff, performance appraisal and the setting of performance and achievement of targets within their relevant team.

To conduct all procurement activity in a professional manner in accordance with the code of practice of the Chartered Institute of Purchasing and Supply.

To maintain the accuracy of the electronic catalogue in the Trust Oracle IT system for the range of products managed by regular review and update of the database.  
 To review, develop and maintain key suppliers for each product grouping, working with clinicians, relevant user groups to reduce the supplier and item database  
 To monitor and review with suppliers their performance against contracts, including benchmarking with other organisations, taking action as appropriate.

#### **COMMUNICATIONS AND WORKING RELATIONSHIPS**

Communicates the requirements of the Trust Standing Financial Instructions in line with EU Procurement Regulations applicable to the procurement activity to end users using the Procurement Service. Ensuring all parties are aware of their responsibilities and obligations in accordance with the Procurement exercise being undertaken

Maintain good working relationships and communications with colleagues, all members of the Administrative office and members of staff within the Trust.

Negotiate contractual issues with supplier representatives at all levels, establishing robust SRM programs where appropriate.

Dealing with daily issues without supervision but reporting those issues which need attention to senior members of the department for help and guidance.

Maintain good customer care attitude and skills when dealing with end users

#### **Additional Information**

##### **MOST CHALLENGING PART OF THE JOB**

Enforcing the need for Procurement throughout the Trust, obtaining user confidence, and delivering procurement projects in a timely manner to meet pre-agreed deadlines.

Driving change in a non-mandated procurement environment.

Successfully managing competing and complex priorities whilst in line with stakeholder expectation.



Balancing the financial expectations of the Trust with quality requirements identified by stakeholders to ensure mutually beneficial procurement projects.

Negotiating and compiling supply agreements with key and potential partnership suppliers to establish long term contracts with substantial cost benefits and minimal risk to the Trust

Streamlining the supplier and item base so that the Trust can benefit from greater purchasing leverage.

Working Conditions – Office conditions

Physical Effort – Light physical effort

Mental Effort – Concentration required to; draft tender and contract documentation, check work, interruptions dealing with staff issues and analysing complex returns for high value contracts.

Emotional Effort – Resolves staffing issues

### **Values, behaviours, professional and leadership development.**

#### **Patient centred and safe**

- You will put patients and carers at the centre of your thinking, listen and positively respond to your patient's feedback at all times.
- You will adopt a positive approach to change, offer ideas for improving services and patient experience in a collaborative manner.

#### **Professional**

- You will understand your own emotions and recognise the impact on others.
- You will behave in an open, honest, professional and inclusive manner, upholding personal and organisational values and acting as a role model to others.
- If using a social networking site or other on line forum you will act responsibly at all times and uphold the reputation of the profession and organisation

#### **Friendly**

- You will show warmth and empathy towards colleagues, patients and carers, making it clear you are always happy to help.
- You will show compassion and kindness in your patient care, giving time to listen before responding to need.
- You will show respect to colleagues, patients and carers, treating them equally regardless of their background.

#### **Responsive**

- You will approach your duties and tasks in an organised, planned and structured way.
- You will use every opportunity to communicate with your team, your patients and their family or carers.
- You will always challenge unacceptable practice and know how to raise concerns.

### **SPECIAL CONDITIONS**

To maintain patient safety through rigorous and consistent compliance with Trust policies for the prevention and control of infection, including hand hygiene. To undertake appropriate mandatory training and updates in infection prevention and control.

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of The Children Act 2004; to follow Trust safeguarding children



and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust Policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time

To respect and value the diversity of our patients, their relatives, carers and staff by committing to address the needs and expectations of the diverse communities we serve to provide high quality care, and strive to make best use of talents and experience from our diverse workforce.

This job description is intended as a guide to the general duties required of this post, which may vary from time to time. It does not form part of the terms and conditions of employment.

To co-operate with management and safety representatives on matters relating to the Health and Safety at Work Act.

To act responsibly in the care of equipment and the maintenance of a clean and tidy work environment. Any faults with equipment or hazards (real or potential) should be reported without delay.

To report any untoward incidents involving patients, staff or equipment in accordance with Hospital Policy.

To comply with the Trust Infection Control Policy.

The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A of this Job Description and Person specification details key information you should be aware of. The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post. If this results in significant changes to the job description, it may be subject to a banding review, in line with the Trust's Control of Banding policy.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A of this Job Description and Person specification details key information you should be aware of.





## Person Specification

<b>Job Title:</b>	Contracts Buyer
<b>Base:</b>	Various

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
<b>Trust Values</b>	We will expect your values and behaviours to reflect the Values of the organisation: <b>Person Centred and Safe</b> <b>Professional</b> <b>Responsive</b> <b>Friendly</b> <b>Progressive</b>	
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Level 4 Chartered Institute of Purchasing and Supply and studying for full professional accreditation.</li> <li>Higher National Diploma in business or other related subject.</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level min 2:1 in business or other related subject.</li> <li>Adequate standard of general supervisory qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of non-pay planning and delivering incremental savings.</li> <li>General understanding of purchasing &amp; contracting.</li> <li>Familiar with product category management.</li> <li>Ability to support collaborative projects.</li> <li>Supervisory experience within a small sub-category team.</li> <li>Fully conversant with Public Sector Procurement, Rules and Policy Framework.</li> <li>Latest Procurement, Sourcing, Spend Analytics IT and finance technology.</li> <li>Adequate knowledge of commercial and procurement law.</li> </ul>	<ul style="list-style-type: none"> <li>Previously worked in a NHS and/or public procurement environment.</li> <li>General understanding of supply chain management models and processes</li> <li>General understanding of project management models and processes</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Adequate experienced of commercial negotiation and influencing others with an intermediate level of commercial and contractual acumen.</li> <li>Excellent interpersonal skills.</li> <li>Good relationship management skills.</li> <li>Exuberates confidence when challenged, not easily phased.</li> <li>Ability to operate as part of a team.</li> <li>Standard keyboard using Microsoft package</li> </ul>	



	e.g., Word, Excel, PowerPoint with driving licence.	
<b>Other Job-Related Requirements</b>		Ability to Drive



## Appendix A

### Additional information applicable to all posts

#### **Confidentiality**

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

#### **Equality and Diversity**

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

#### **Quality and Safety**

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

#### **Vetting and Barring Scheme**

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offence for someone barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone barred from working with vulnerable adults or children are liable for prosecutions.

#### **Infection Control**

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment. To undertake mandatory annual training/updates in infection prevention and control.

#### **Government and Risk**

Adhere to Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

#### **Duty of Candour**

The post holder is also required to ensure compliance with the statutory "duty of candour". This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to





significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

#### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

#### **Safeguarding**

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

#### **COVID Vaccination**

During the COVID-19 pandemic, it has been necessary to take significant steps to protect the health and safety of our staff, service users and those attending our sites. In order to comply with our duty of care, we continue to encourage and support our staff to have the COVID vaccine in order to protect themselves, colleagues and their patients as this is the best line of defence against COVID-19.

#### **Training and Personal Development – continuous professional development**

There is a requirement for all Trust employees to take part in an annual appraisal; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students/trainees and other learners in practice.

#### **Sustainability and Carbon Reduction**

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.

#### **Flexible Working**

We support flexible working and will consider requests taking into account the needs of the service.

