

## **JOB DESCRIPTION**

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**POST TITLE:** Senior Buyer (12-month secondment)

**BASE:** London House, London Road, Bracknell (Remote Working Allowed)

**BAND:** 7

**LINE MANAGER:** Tender Manager

**PROFESSIONAL ACCOUNTABILITY:** Tender Manager

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## **OUR VISION AND VALUES**

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

## **JOB SUMMARY**

To work as part of the Procurement Team within Berkshire Healthcare NHS Foundation Trust and to ensure that all orders and contracts placed:

- Achieve best value for money.
- Are placed in line with Standing Orders (SO)/Standing Financial Instructions (SFI)/Public Procurement Legislation and Trust procurement policy.
- Are placed in a timely fashion.
- Have a positive impact on patient care.

In particular to support the Head of Procurement in meeting the team's annual savings performance target (based against current cost although cost avoidance savings shall also be recorded).

## **RESPONSIBILITIES**

1. To ensure that all orders and contracts you place are in line with SOs/SFIs/Public Procurement legislation. This should include:

- 3 Quotations for orders over £10k
- Formal competitive tenders for orders over £50k

Contracts will include areas which impact directly on patients.

The tender process will include:

- Analysing expressions of interest from tenderers
  - Working with clients in producing output driven specifications
  - Producing invitation to tender documents
  - Analysing tenders, including cost lifetime costing, contractual compliance etc.
  - Pro-active discussions with clients over award recommendations
  - Post tender negotiation with Contractors
  - Producing contract documentation
2. To select and communicate to suppliers the needs of the Trust and to negotiate with them as appropriate, some of which may involve contentious communications. This includes obtaining better prices or services and resolving disputes, as well as maintaining patient care.
  3. Signing orders/contracts up to £30k. Making recommendations on authorisations for orders over this value to the Tender Manager or Head of Procurement.
  4. To manage a contract portfolio. To including tendering, supplier management, and customer liaison. This is will also include contract information provision and review to enable and support evidence based decision making across the Trust. On some contracts invoice validation is also required.
  5. Responsible for placing Find a Tender & Contracts Finder Adverts on Atamis and managing the expressions of interest that come back, enabling a tender process to then be initiated.
  6. To assist the Tender Manager and Head of Procurement in developing procurement strategy, the review and development of procurement policies and development of the procurement work plan.
  7. To answer queries on the procurement process from clients and other internal functions (e.g. Finance). This includes supporting other functions in the development of service improvements and their implementation from a procurement perspective.
  8. To communicate to staff at all levels the requirements of the procurement process and to act as a gatekeeper to ensure that this process is adhered to. This includes working with a range of stakeholders across various functions and levels of job roles, including senior management and executive level.
  9. To communicate the procurement strategy and policies to all levels of the organisation (including internal training on procurement procedures as appropriate or required). This is to include persuading clients across all organisations to standardise on a restricted range of products.
  10. To support NHS Commercial Alliance and BOB ICS in setting up regional contracts and product standardisation.

11. Ad-hoc project management. To include monitoring of spend, deliveries, removals, plus standard ordering.

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

## **PERSON SPECIFICATION**

<b>CATEGORY</b>	<b>ASSESSMENT METHOD ( v )</b>		
<b>Education/Qualifications/Training</b>  CIPS professional diploma qualification (Degree Level)  Project Management	<b>Application Form (E/D)</b>  Essential	<b>Interview (E/D)</b>  Essential	<b>Selection Tool (E/D)</b>
<b>Continuous Professional Development</b>  Maintain knowledge of developments in public procurement law (including case law & developments in legislation)  Maintain knowledge of developments in procurement best practice.		Essential  Essential	
<b>Previous Experience</b>  Experience of large public procurement tenders  Customer service  Contract management  Experience of public procurement procedures	Essential  Essential  Essential	Essential	

## Essential

**DATE OF ISSUE:** April 2024