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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Senior Buyer (non-clinical)** |
| **Band:** | **5** |
| **Responsible To:** | **Procurement Manager** |
| **Accountable To:** | **Head of Procurement** |
| **Section/Department/Directorate:** | **Procurement/Finance** |

**Job Purpose:**

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| To provide an effective and efficient procurement service, whilst ensuring value for money is attained.  To effectively manage and develop the Directorate buyers within the Procurement function in order to develop both the strategic and operational service to the divisions  Work with the Procurement team and divisional teams to identify opportunities to deliver greater value ensuing individual and team work plans are delivered in a timely manner.  Proactively advise stakeholders on the Procurement processes and best practice promoting a professional procurement image and enhancing the reputation of department  To liaise and negotiate with supplier’s as well as internal stakeholders to ensure maximum value for all transactions is achieved. Challenging both suppliers and stakeholders where appropriate in order to exert influence over them | |
| **Context:** |
| The Senior Buyer will be based at either Devonshire House, Barnstaple or Newcourt House, Exeter.  The post holder will fulfil all duties and work as a part of a team.  Responsible for the management and support for direct reports and the development of the general procurement team  Expected to identify and implement cost saving opportunities in line with annual plans and strategic objectives, offering the appropriate procurement challenge when necessary.  Support the Head of Procurement in the fulfilment of the department’s strategy, leading on key initiatives and projects through to their successful implementation.  Proactively advise and assist both team members and stakeholders on the most appropriate procurement process whilst promoting a professional procurement approach.  To interact with a large number of different stakeholders creating relevant working groups if appropriate and offering challenge to the norm.  To represent the Trust and Procurement department at meetings, road shows and conferences with other trusts contributing to local requirements to national, regional and Alliance contracts. Deputises for the Head of Procurement and /or Contract Manager when required.  The post holder will fulfil all tasks and work as part of a team.To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  | | --- | | **Key Working Relationships:**  Build and maintain strong working relationships with both the clinical team and non clinicians from all relevant departments, in order to gain cooperation and understanding of procurement practice in order to deliver best value for the trust.  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
| **Communication and Relationship Skills**  Communicates with a large number of stakeholders on the procurement processes and advising on best practice.  Challenging and influencing internal stakeholders in order to achieve best practice where appropriate  Working with key suppliers to ensure best value is achieved  Using influencing and negotiation skills when dealing with stakeholders and suppliers also using skills to gain cooperation and understanding of procurement practice.  Proactively offer advice and guidance to customers in other departments in all matters associated with the procurement of goods and services, meeting with customers where this is deemed appropriate.    To ensure that all queries or requests from customers are answered accurately and professionally, in a timely manner.  Responsible for the tendering and procurement activities for highly complex, high value opportunities in support of the Trust’s objectives.  Liaison with the Peninsular Purchasing and Supply Alliance (PPSA) in delegated supplier contracts and product management  Provides information and reports to Managers on request  Discussion with key suppliers on a variety of product or service-based issues, including cost, service levels, quality and negotiation on cost.  Works within a team in the Procurement department and exchanges information with other team members to ensure a consistent service is provided to all customers.  To proactively keep updated on both national and local procurement initiatives and issues and communicate to the team where appropriate.  **Analytical and Judgement Skills**  Ability to investigate, interpret, evaluate, and disseminate complex data.  Responsible for collating, analysing and presenting data and information to: aid managers and buyers in the review and negotiation of contracts, highlight inconsistencies in contract application, enable evaluation of tenders/quotes received and nay potential procurement opportunities identified as a result of market research or supplier generated proposals.  Ability to use and interpret the benchmarking tools available to them in order to ensure our costs are challenged accordingly.  To manage a range of products or suppliers, including liaison and negotiation with suppliers to ensure best value for the Trust in the range and costs of the products supplied.  To manage the sourcing and tendering of allocated products or services, and to assist the Procurement Manager in the contracts with suppliers.  Some complex project work, and sourcing and tendering evaluation.  Liaison with Finance and Information Technology departments on order values, invoice queries and system errors.  **Planning and Organisational Skills**  To develop and deliver your own as well as your teams work planning order to deliver savings opportunities for the trust ensuring best practice procurement has been followed and that organisational requirement have been met.  Planning and delivering any projects delivering against key milestones and take the lead on appropriate workstreams in order to drive through procurement objectives/strategy.  To work with clinical/non-clinical colleagues to deliver projects on time, taking the lead on project delivery when required.  **Physical Skills**  Keyboard skills – proficient in Microsoft office in order to analyse and manipulate data, and to present to internal stakeholders in an understandable format.  Ability to analyse large volumes of data and making or recommending decisions based on the evidence presented  Able to represent the Department and Trust at senior meetings, often off site when necessary.  To attend off site meetings with procurement colleagues/suppliers when required.  **Responsibility for Patient and Client Care**  Incidental contact.  Responsible for working with stakeholders to deliver safe patient care whilst ensuring best value is achieved.  To investigate any products that will bring about efficiencies and improvement to clinical outcome.  **Responsibility for Policy and Service Development**  Implements policies and proposes policy or service changes which impact on Trust users of the order systems. Taking the lead on implementation and communication.  To assist in the delivery of the Procurement strategy and taking the lead on relevant national initiatives at the request of the Procurement Manager. To work as part of the senior procurement team in order to deliver any department transformation and efficiency improvements  Establish relevant working user groups within the Division’s. Lead and support specific commodity focused activity, acting as Chair where appropriate.  Ensure that the correct procurement processes are followedin line with the Trust’s Standing Financial Objectives and Standing Orders  To identify and review any products or processes that may offer cost savings towards the targeted cost savings for the department, and to offer suggestions to the Procurement Manager and Head of Procurement on other cost reduction potential activities.  To assist the Procurement Manager and Head of Procurement as required, especially in improvements to the Procurement department service.  **Responsibility for Financial and Physical Resources**  To take responsibility in the absence of the Procurement Manager.  Responsible for contract management of suppliers/contracts to ensure compliance and achievement of service levels, timely delivery of goods and services within budget and guidelines etc.  Achieve target financial savings and overall value for money for the Trust, providing appropriate clinical/non-clinical challenge when appropriate  Through the analytical interpretation of data produce recommendations that deliver best value to the Trust  Identify appropriate savings and product standardisation opportunities offering appropriate challenge when necessary.  To ensure all areas of influencable non pay spend are reviewed and analysed to identify opportunities for cost effective solutions  To actively identify and report through the correct financial channels on cost reduction opportunities achieved as part of the overall project delivery.  Negotiate high value, highly complex multiple projects covering the procurement of goods/services over long periods, including some above threshold tenders where appropriate and interaction with other procurement teams.  To proactively seek and implement opportunities for significant direct and indirect savings, recurring and non-recurring, and added value through contracting and negotiation.  To follow the procedures for disposal of surplus, damaged or obsolete products, liaising with Finance to organise the physical disposal of asset registered items. To monitor the progress undertaken by the department in meeting the procedure regarding redundant equipment  To be part of a team that is responsible for delivering value and taking out Cost within the Trust  **Responsibility for Human Resources**  Responsibility for the direct full line management of the non-clinical Buyers.  To act as line manager for either the administration team and Materials management function in the absence of the Contracts Manager  To develop strong and productive working relationships with key stakeholders and key suppliers.  To develop and maintain strong working relationships with both clinical and non-clinical personnel in order to gain cooperation and understanding of best procurement practice in order to deliver a best value service with full commitment and support.  Maintains regular contact with end users to ensure local procurement work plans are supporting their needs.  Manage training for all users of the department’s services in relation to procurement guidelines or system use.  Provide relevant advice and guidance to internal and external stakeholders on the Trusts Standing Financial Instructions/Ojeu regulations where appropriate  **Responsibility for Information Resources**  To be able to produce, manipulate, interpret and store complex data.  Maintaining supplier and departmental catalogues.  To be able to extract relevant spend information from internal tools and spend analysis tools, as well as manipulating data that has come from external sources. To interpret and make the data understandable for both own and internal stakeholders needs.  Provides reports to Managers when required.  Proactively explore opportunities for cash releasing savings/best practice working through the use of the benchmarking tools and other information available.  To be able to manage complex projects simultaneously and maintain the information flow accordingly.  Assists in the development of collaborative work plans through the identification of local opportunities which may have broader strategic potential and oversees the implementation of region wide projects.  To maintain accurate pricing information in the catalogue system.  **Responsibility for Research and Development**  To coordinate product trials with internal stakeholders and suppliers when required  To meet with suppliers and other procurement colleagues to understand and take forward with the appropriate clinical teams new product ideas/ways of working.  To attend any relevant conferences/supplier events that may lead to new products being displayed that will benefit the Trust.  **Decision Making**  To work within the Trusts Standing Financial Instructions (SFI’s) and all procurement legislation. To make informed decisions in order to ensure best value is achieved.  Ability to work on own initiative and without supervision.  Working unsupervised within Departmental and Trust procedures, reporting during 1-1s completion of actions against work plan to Line Manager.  To work on own initiative and manage own workload in maintaining supplier catalogues and departmental catalogues, as well as managing training for all users of the department’s services*.*  To have the responsibility of making decisions based on the information available that are in the best interest of the Trust, whether this is a financial or an efficiency benefit.  To support the procurement team in making the correct decisions based on the information presented, ensuring value for money and that the correct guidelines are followed.  **Physical Effort**  Office based work  Attend meeting and events, representing and acting on the Trust’s best interests.  Arranging and meeting with suppliers, with travel to site visits when required.  **Mental Effort**  Some complex project work and sourcing/tendering evaluations.  Ability to work to deadlines when under pressure adapting to situations and to assimilate information quickly and accurately.  Concentration for prolonged periods whilst checking documents and entering and manipulating data  To take the lead on projects in order to drive through Procurement needs.  To portray the image of the Procurement department is promoted in a positive light at all times.  The post is a varied and changing role. It includes many aspects of people and change management that can be stressful and demanding.  The post holder will be required to work on a variety of projects, often complex which include both clinical and back office projects. They will be expected to understand and develop a good level of working knowledge in specific areas in which they are working on.  Plans and undertakes effective negotiation with suppliers to deliver best value for money for the Trust.  Prepares tender documents when needed complaint with the Public Procurement Regulations as well as support for stakeholders in the preparation of product/service specifications.  Ability to work and deliver on multiple complex projects simultaneously.  Leads on tender exercises as well as supporting team members with their tenders when required.  Problem solving and root cause analysis required.  To be able to challenge clinical/back office choices in a professional manner if efficiency or cost savings can be delivered.  To have the ability to introduce different strategies in order to manage different scenarios and deliver best value to the Trust.  Ability to prioritise workload on a daily basis in line with the changing demands of internal stakeholders and line managers, and the changing and unpredictable nature of the role.  **Emotional Effort**  To support and encourage enthusiastic teamwork with colleagues, working groups, suppliers and stakeholders.  To be able to directly support and manage the team whilst managing own workload and priorities.  Deal with staff issues as and when they arise which could be distressing/emotional. i.e. sickness, performance related issues, grievance and discipline.  To be able to challenge key stakeholders to ensure best value is achieved and cost savings are delivered.  To be able to work on own initiative  **Working Conditions**  Office based work with computer working a major part of the work. External, offsite visits requiring driving skills.  Ability to work as part of a team. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST :**  **Senior Buyer**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Good standard of education  CIPS Diploma Certificate or equivalent relevant experience  People Management qualification/training  Knowledge of contract law/contract management and experience of tendering  Extensive and thorough background within Procurement, with practical knowledge and experience of tendering process and contract & supplier management. (knowledge equivalent to degree level of education) | E  E  D  E  E | AF  AF  AF  AF  AF/Interview |  |  |
| KNOWLEDGE/SKILLS:  Ability to produce, analyse, interpret and disseminate complex data  Advanced negotiation skills  Advanced influencing and engagement skills  Ability to multi task, prioritising work when required  Staff motivation, leadership skills, ability to monitor performance of team members and mentoring when required  Excellent communication skills, both written and verbal with the ability to forge effective professional relationships  Strong self- motivation and personal drive to achieve  Proven influencing skills with the ability to exert influence over stakeholders and challenge the status quo  High level of attention to detail | E  E  E  E  E  E  E  E  E  E | Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview |  |  |
| EXPERIENCE:  Extensive experience in procurement role  Evidence of delivering Cash releasing savings  Experience in inventory management, logistics and supply chain management.  Experience and knowledge of contract management  Experience of change management and ability to implement change successfully | E  E  E  E  E | AF  Interview  Interview  Interview  Interview |  |  |
| PERSONAL REQUIREMENTS:  Excellent written/verbal communication skills  Change management experience  Excellent influencing skills  Able to work alongside and motivate the team  Highly self-motivated  Confident and able to handle difficult situations | E  E  E  E  E  E | Interview  Interview  Interview  Interview  Interview  Interview |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required  Keyboard skills – Microsoft office proficiency (manipulation and analysis of data) | E  E  E | Interview  Interview  AF/Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use | x |
| Radiation |  | Challenging Behaviour | x | Manual Handling |  |
| Solvents |  | Driving | x | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working |  |  |  |