

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION TEMPLATE

Revised February 2010

1. JOB IDENTIFICATION

Job Title: Assistant Procurement Officer

Reports to (insert job title): Procurement Manager

Department, Ward or Section: Procurement

CHP, Directorate or Corporate Department: Finance

Job Code: **CSPROLOGADMIPRO01**

No of Job Holders:6

Effective date of this job description: May 2014

2. JOB PURPOSE

To work as part of a team providing an effective and efficient supplies service to NHS Highland and specifically purchasing a range of goods and services which support the provision of healthcare.

To support efficient and effective purchasing, contract implementation, tendering and eProcurement administration in a manner compliant with the legislative framework governing public procurement.

The postholder will encourage local stakeholder engagement and input into all aspects of the procurement process. This will involve supervising junior colleagues within the department where required.

Ensure compliance with best practice public and health sector contract development and implementation regulations, policies, plans and processes and procedures as an integral part of the role.

3. DIMENSIONS

NHS Highland Procurement is responsible for:

NHS Highland

Total Staff - 8,000 WTE

Total Revenue Budget - £590m

Relevant Non Pay Budget - £100m - of which Trade Spend £20m

Capital Budget - £10m

Procurement

Staff - 26 (+ Professional links with 5 In Argyll + Bute)

Departmental Budget - £664,000

Procurement Customers – 1,000 across 100 locations throughout NHS Highland

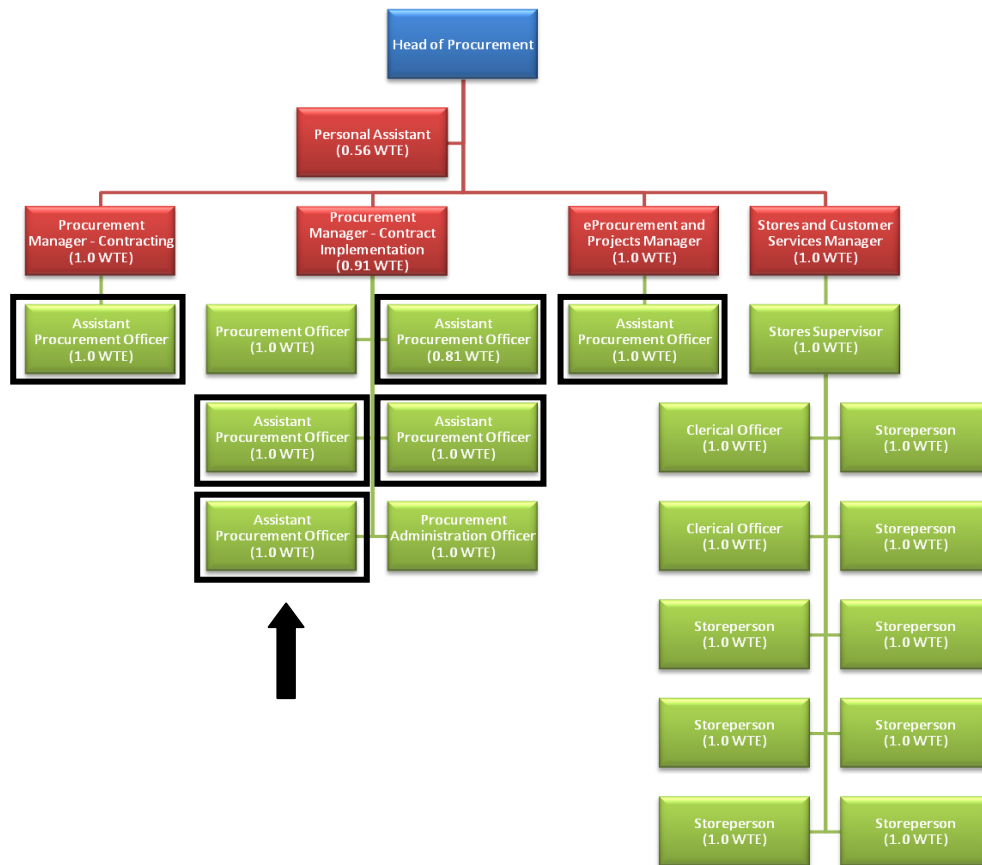
Dedicated Stores – 2 (+ additional specialist Stores such as Estates, Pharmacy, Theatres and Catering)

Negotiating purchases and contracts of goods / services and equipment on behalf of a range of departments and influencing expenditure in excess of £30m locally.

Postholder

The postholder will work closely with Budget holders across all of NHS Highland directorates including Facilities, Estates and Corporate Services. The postholder will also have to work with Clinical personnel to engage them in project evaluation work across the main secondary care sites in NHS Highland.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT OR SECTION

The department provides a professional, best value procurement, contracting and supplies services to NHS Highland and external customers including purchasing, capital equipping, contract management, storage distribution and stock management.

The department provides professional procurement advice at Board level and to staff of all disciplines at all levels of the organisation including legal requirements, for the management and administration of contracts, and procurement management data providing information to budget holders.

The department manages the procurement process for the Board's major capital equipment programmes in compliance with SFIs and national and EU regulations and directives.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Provides detailed spend data analysis and has significant input into various reports. Undertakes further analysis as directed to identify spend patterns and trends and identify product usage across NHS Highland.
- With the guidance of Procurement Managers carry out assigned procurement administration activities utilising public sector best practice procurement journey process and systems for advertisement, qualification, tendering, evaluation and contract award.
- Working to the departmental procurement plan will carry out procurement administration activities utilising best practice procurement journey process and systems for implementation and compliance support activities against appropriate national, regional or local contract developments, contributing towards the information requirements for Category Action Groups.
- As required due to the functionality of the e-Procurement access plan carries out administrative work within the eProcurement systems to ensure an efficient system for the placing of purchase orders via a suite of managed electronic product catalogues.
- Demonstrates good organisational skills.
- Can be required to access and use information from multiple computer based systems.
- Will be required to maintain a contract register database covering all local and national contracting within the board on an ongoing basis.
- Will have to work to the National Procurement Workplan to ensure savings delivery from contract implementation activities throughout the year.
- Will be responsible for maintaining a catalogue renewals workplan to ensure all eProcurement catalogues are updated and maintained throughout the year.
- Will, on occasion, be responsible for assigning work to the Procurement Administrative Assistant to assist with department priorities.
- The post holder contributes to the development of departmental plans and implements detailed operating procedures and activities which support these.
- Post holder implements requirements taking into account NHS Highland's procurement policies, standards, procedures and performance requirements.
- Proposes service improvements in own area of responsibility in alignment with specified procurement performance indicators and agreed procurement plans.
- Undertakes procurement processes which result in the issue of new purchase orders subject to budget holder prior budget approval and/or Procurement Managers authorisation.
- Will be responsible for maintaining the NHS Highland benefit tracker recording savings from all contracting work.

7. EQUIPMENT AND MACHINERY USED

The postholder will be expected to use a Computer and normal office equipment such as a telephone, photocopier, fax machine etc.

8. SYSTEMS

Business Objects XI
Microsoft Office
PECOS eProcurement System
Internet
NHS Mail
Cedar eFinancials
Public Contracts Scotland Portal
Collaborative Contract Management System

9. ASSIGNMENT AND REVIEW OF WORK

Self manages their own assigned workload against the departmental procurement plan and can assist with the workload of other team members undertaking similar defined work activities to required performance targets. The post holder has a high degree of autonomy, and is expected to exercise initiative and judgement within broad guidelines.

Within an operational framework, the detailed work areas and priorities are expected to be self generated and self managed, using the post holders specialist knowledge, although projects and tasks may be delegated by the Procurement Manager /Head of Procurement. Other senior Managers will make specific requests, for information and ad hoc tasks.

On occasion it may be necessary for the postholder to complete work as directed by national or regional procurement priorities.

Provides training and or guidance to some members of staff in own discipline for defined work activities.

10. DECISIONS AND JUDGEMENTS

With a large degree of autonomy uses objective decision making to ensure that operational issues are dealt with, sensitive to patient care requirements but guided by contract developments, implementation and product selection and usage in line with NHS Highland procurement policies and procedures to achieve desired outcomes.

Decisions and judgements in this role are focused around achievement of the procurement department plan developed by the Procurement Manager, within the governance framework built into NHS Highland procurement policies, plans and performance requirements.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Managing the service needs of a wide customer base whilst continuously seeking to reduce costs and improve value for money in an environment where users may be reluctant /hostile to change and consistently deliver savings from an efficient expenditure base where suppliers with low profit margins are resistant

12. COMMUNICATIONS AND RELATIONSHIPS

The postholder is expected to communicate with a wide range of senior clinical and non-clinical staff across NHS Highland, and will also have a high degree of interaction with external bodies on a local, regional and national level. Excellent communication skills are required to influence and persuade others, particularly around the implementation of change. The postholder must be able to express views convincingly and coherently, verbally and in writing to a wide range of interested parties and individuals. The postholder will be responsible for ensuring that budget holders within the Board adhere to the purchasing rules governing procurement of goods and supplies. This could be for a potential 20 contract areas over the course of a year. The postholder will instruct individuals on the rules when approaching suppliers on an ad-hoc basis and therefore good interpersonal skills will be important.

The postholder must be able to:

Work and communicate with colleagues and other disciplines and departments

To be able to communicate the Boards interests in negotiations with Suppliers and partner agencies.

Establish good daily working relationships with Heads of Departments and Finance Team.

Represent the Board in dealings with suppliers National Procurement, East of Scotland Procurement Consortium, Crown Commercial Service etc.

Represent the department in internal meetings as required.

13. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Effort:

Sitting at a desk for the duration of the day. Working on a PC for approx for 6-7hrs daily and transposing information from printed and hand written hard copy into the computer system.

Talking on the telephone, assisting customers for anything from 5-30mins at a time and in total two to three hours per day while working on orders on the Pecos system or browsing online catalogues for the customer. This will involve the use of a headset.

Attending meetings within NHS Highland and on occasion outwith the Board area. The postholder may be required to take boxes of product samples to meeting or to the wards for clinical trials and evaluations.

Mental Effort:

High levels of concentration will be consistently required for all aspects of the procurement process whether it be dealing with orders, speaking to customers and suppliers, or looking at procurement data and reviewing contract documents.

Changing from one activity to another will be common due to the nature of dealing with a large number of orders over the course of the day. As there are several people in the team involved with different types of procurement activities interruptions may be common. Concentration will be required when working on potential contract savings and dealing with comparative pricing data. It will be particularly important for the postholder to overcome resistance to change in using new and different products and suppliers by clearly communicating the benefits of the changes and selling them to the end user. To do this a high level of research and preparation will be required as well as confidence and good knowledge of the proposed changes.

As Stakeholders often have different requirements it will be important for the postholder to foresee situations of potential disagreement between differ users of products and manage the situation accordingly including the ability to make rational decisions when resolving conflict situations. A product change may be acceptable for one department, but not another, the role of the postholder to influence and facilitate change will be crucial. The postholder must demonstrate tolerance of different attitudes and opinions and have the ability to cope with unexpected problems and take responsibility.

Management of multiple user groups will require a high degree of prioritisation, multitasking and mental effort; problem solving, risk assessment, issue resolution, negotiation and influencing skills and facilitating creativity – new ideas and ways of working. This will be underpinned by the ability to work with relevant parties to drive projects to successful completion.

Emotional Effort:

As procurement can be often focussed on implementing change there will be numerous occasions where customers and suppliers can be resistant and even hostile to procurement involvement. The need to work with staff as part of the implementation of new products or to enact organisational policy relating to products can often be challenging as staff will be under deadline pressures and/or be less than enthusiastic. The ability to keep one's own emotions under control will be essential as will the ability to portray a positive and enthusiastic image at all times.

Environmental Conditions

The postholder will be working in an open-plan office with up to 12 other individuals. There will be background noise from other colleagues and telephones which the individual will have to deal with. The postholder will have their own desk and associated equipment such as PC, telephone etc.

14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Completion of or an undertaking to complete SVQ/NVQ level 3 in a Purchasing/Supply Chain or Business related discipline or Chartered Institute of Purchasing and Supply (CIPS) Foundation Diploma or equivalent.

3 years relevant procurement experience in a large public or private sector organisation along with demonstrated knowledge of e-procurement systems.

A working knowledge of public sector procurement regulations and their application within procurement processes and procedures utilised in the Health sector or similar environment.

Intermediate competence in Microsoft Office programmes such as Excel and Word.

Developing competencies in the use and application of a range of Procurement E-Systems, including e-Sourcing, e-Tendering, e-Reporting, e-Advertising Portal, the National

Procurement hub and contract/catalogue databases and e-Procurement (Pecos).

Evidences through administrative activities undertaken in support of contract developments and implementation a developing understanding of European Union (EU) public procurement legislation and relevant associated regulations and the application of NHS Scotland contract terms and conditions.

Demonstrates developing detailed product or services knowledge by contributing towards the provision of accurate information for contract developments, catalogue content, contract implementations and applies attention to detail during order transactions, product alternative comparisons and changes.

Demonstrates a general understanding of project management methodologies by undertaking assigned project activities, reporting on progress and delivery in accordance with requirements.

Demonstrates good team working skills and competencies, working closely other Procurement staff to deliver seamless and integrated systems, procedures and activities.

15. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Manager's Signature:

Date:

Date: