



Eileanan Siar  
Western Isles

# Procurement Officer

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Western Isles Health Board  
**The best at what we do**



## Job Advert



**Procurement Officer**  
**Band 4 £23,709 - £25,982 per annum**  
**Plus £1,117 Distant Islands Allowance per annum**  
**37.5 hours per week**  
**Permanent Post**

An opportunity has arisen for a full time Procurement officer based at Western Isles Hospital in Stornoway. You will be part of a small but busy team covering purchasing across NHS Western Isles.

Your duties will involve Equipment Purchasing, assisting with implementation of National Contracts, Creating and maintaining electronic catalogues, Systems admin support (Pecos eProcurement System), Issuing Invitations to Quote, working with suppliers, working with clinical staff to source medical supplies and equipment and assisting with the administration of the Board's vehicle fleet.

You should have some previous purchasing experience and be confident with electronic systems and Office software. Previous NHS experience is an advantage.

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: <https://apply.jobs.scot.nhs.uk/> along with a job description.

Any further queries please contact 01851 762027

1. JOB IDENTIFICATION	
Job Title:	Procurement Officer
Responsible to:	Procurement Manager
Department:	Procurement
Directorate:	Finance
Operating Division:	Finance
Job Reference:	
No. of Job Holders:	2
Last Update:	March 2014

**2. JOB PURPOSE**

The post holder will assist in the delivery of an efficient, effective and economical purchasing and supply chain service for NHS Western Isles. The job will involve maintenance and content management of electronic procurement systems, assisting non procurement staff in the use of these systems, purchasing activity, stock management duties, assisting with contract administration and implementation, Extraction and analysis of data and administrative support to the achievement of strategic objectives and large scale projects within the department

**N.B In the event of NHS Scotland being placed on an ‘Emergency Footing’ and or NHSWI declaring a ‘Major Incident’, or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.**

**3. DIMENSIONS**

The employee will be involved in all aspects of non-pharmaceutical procurement for NHS Western Isles ranging from domestic items to medical equipment. Annual trade spend for the organisation is 12 to 15 million GBP in total, amounting to approximately 18,000 transactions.

The Board includes 1 rural general hospital, 2 community hospitals, a modern “teach and treat” dental centre, administrative offices and numerous community health care locations across Lewis & Harris, the Uists and Barra.

Western Isles Hospital maintains a central stock warehouse and currently provides a managed ward stock service for 7 locations. A part-managed service is provided in other locations and can amount to 200+ stock requisitions per month.

Non stock purchase orders are primarily processed by departments but 50-100 per month are currently processed by procurement.

The procurement department also manages 100 + standing orders and a similar number or orthotics/prosthesis orders per month.

Minor equipment purchases amounting to c. 100,000GBP per annum.

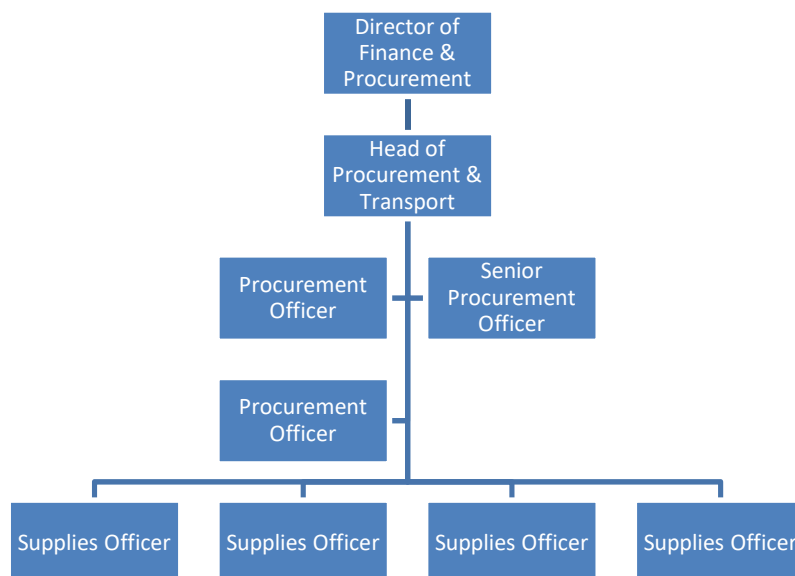
Capital Purchases ranging from 1.5 – 5 million GBP per annum.

Around 200 national and local contracts can be in use at any one time and the Board had 1098 active suppliers in 2012-13.

NHS Western Isles uses 3 electronic systems for purchasing (CedAr eFinancials for stock, Powergate for ward product management and Pecos for electronic purchasing).

The Board is extensively involved in collaborative procurement with NHS Scotland National Procurement, National NHS Procurement Consortia and other local public sector organizations. Travel to other locations in the Western Isles and Nationally may be required.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The NHS Western Isles Procurement function provides a comprehensive supply chain management service to all Health Board departments. This includes procurement of equipment, goods and services, capital purchases and the development of a stock catalogue at a centralised facility, from where goods can be requisitioned then distributed to wards/departments.

The primary function of the department is to promote best procurement practice and demonstrate achievement of value for money in all non-pay expenditure areas and

supply chain service improvement. Additionally, in conjunction with National Procurement, the department acts as a centre of advice and knowledge in relation to all aspects of procurement, supplies legislation, probity and commercial risk awareness and drives best value for money commensurate with quality and service. The post holder will assist in the development of policies and documentation to support this aim and in effectively communicating policy developments to the organisation, providing training and support where necessary.

The function is additionally responsible for supporting the implementation of National e-Procurement systems and logistics implementations and agreed Joint Working initiatives to facilitate efficient procurement processes and achievement of cost and service benefits.

## **6. KEY RESULT AREAS**

### **The post holder will be responsible for:**

Assisting in the implementation of a number of national & local contracts to an agreed work plan.

Aiding in the delivery of a service improvement action plan agreed by the Head of Procurement (HoP) & Procurement Manager (PM).

Processing purchases & stock requisitions on behalf of other departments.

Sourcing and procurement of equipment within the Health Board's standing financial regulations with regards to tendering, e.g. medical equipment

Operational stock control, supply chain and distribution, including involvement in the management of supplier relationships.

Electronic procurement systems maintenance, administration and delivering end user training to a prescribed format.

Assisting a wide variety of staff with compliance with contracts, organisational & national procurement policy and sourcing of an extensive range of commodities.


Data extraction, analysis and presentation.

Administration of departmental, project and contract documentation.

### **Specific tasks will include:**

Creating & Maintaining electronic product catalogues on Pecos, eFinancials, and Powergate procurement systems.

Basic systems administration and development (adding and maintaining users, suppliers, finance codes etc)



Providing a daily system support and training for Pecos users. This would involve holding up to 2 hour training session for Western Isles Health Board staff on PECOS and also providing continuous support to those staff where required and thereon provide training to any new member of staff.

Processing stock and non-stock requisitions for a range of departments and Stock purchases for the central stock warehouse (Stores)

Sourcing and procurement of equipment, obtaining quotes within client specification and raising orders for the equipment.

Assisting with ensuring effective stock levels are maintained organised and controlled

Monitoring orders, receipting and assisting Accounts Payable to resolve payment queries.

Liaising with suppliers to resolve delivery, price, product and quality issues.

Dealing with staff queries and providing support on complex purchases.

Processing invitations to quote and assisting with development of equipment/service specifications.

Maintenance of a contract workplan document and benefits tracker.

Working with departments to promote the benefits of contracted supply and match new contract products to existing needs.

Organising sample products and assisting departments with product trials where required.


Administration of project documentation (risk registers, issue logs, timelines etc)

Data extraction, analysis and presentation using spread sheets and other software in support of contract implementation or performance monitoring. This would involve for example; analysing ward supplies spend, slow moving stock and producing reports to substantiate financial efficiency plans.

Assisting with national data submissions as required including benefits analysis for the East of Scotland Procurement Consortium.

Maintenance of a contracts register.

Assisting the Head of Procurement or Procurement Manager with tender evaluation and administration including sitting on evaluation panels.



## 7. EQUIPMENT AND MACHINERY

PC, photocopier/scanner and telephone.

**Full driving licence preferred**

## 8. SYSTEMS

- Pecos Internet Procurement Manager – purchasing system.
- Powergate – Ward Product Management System.
- Microsoft Word – written communication, document design, policies, reports, training materials
- Microsoft Excel – presentation, manipulation and analysis of financial data
- Microsoft PowerPoint – reporting, presentations
- Microsoft Outlook – maintenance of electronic calendar and NHS email account
- Intranet – research and assistance in maintenance of a procurement intranet page
- CedAr eFinancials – product and supplier enquiries, invoice and payment enquiries, reporting, catalogue amendments and management. Stock and non stock requisition processing.
- Business Objects – report writing tool used for data extraction from the stock, PO, Accounts payable, general ledger and product catalogue sections of e-financials. This data will be used to inform savings validation and spend analysis. The post holder will also be required to use BO to facilitate stock analysis and electronic ordering in support of stores (in the absence of an e-procurement facility).
- CCM – National Procurement online database of contract catalogues and pricing – used to monitor compliance and pricing and inform savings validation exercises. Also used to maintain local Pecos catalogues.
- Spikes Cavell Observatory – Used to upload annual and quarterly procurement spend data and BPI profiles

Public Contracts Scotland advertising Portal – Publication of invitations to quote and maintenance of organisation buyer's profile

## 9. ASSIGNMENT AND REVIEW OF WORK

- The post holder will operate subject to the general direction of the Procurement Manager. The post holder will make decisions within an agreed remit and be required to use their initiative on a daily basis.
- The post will require effective use of time management and organisational skills on a daily basis to ensure planned and unplanned work is completed.
- An Annual workplan and action plan will be agreed by the HoP & PM. Focus within this plan will be re-assessed regularly in reaction to local and national priorities. The post holder will assist with the delivery of this plan.
- Work will often be dictated by national deadlines for data submission or project implementation and by the NP contract work plan.

- Additionally to central procurement objectives, work will be generated as a result of key stakeholder engagement, end user enquiries, capital equipment bids, sourcing enquiries and through participation in local and national working groups.
- The post holder will report weekly or biweekly to the PM at regular update meetings to review the previous week's achievements discuss any concerns and agree priorities.
- The post holder's performance will be reviewed against agreed targets and KPI's
- The post holder will be expected to continually review their work to ensure satisfactory standards and deliverables are achieved and maintained on a consistent basis.

## 10. DECISIONS AND JUDGEMENTS

The post holder will be responsible for making decisions relating to the management and execution of their workload and is expected to use initiative to maintain and improve individual quality of work.

## 11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The post holder's activities are wide ranging, as is the diversity of the people, goods and services impacted by the post. The key challenges associated with the post are:

Being effective in communications with all levels of staff (shop floor to senior management).

Encouraging full involvement / participation of key stakeholders within NHSWI to deliver the change management programme

Establishing knowledge of WI current and future demand across an agreed range of commodities.

Helping to develop local supply chain arrangements that minimise the logistical difficulties associated with an island location and allow suppliers to deliver against NP contracts with the minimum of divergence from standard T's & C's.

Making effective decisions and maintaining professionalism in hostile or emotionally charged situations where there may often be considerable opposition to proposed changes.

## 12. COMMUNICATIONS AND RELATIONSHIPS


### Internal:

The post holder will establish and maintain positive working relationships and good communications with stakeholders/ staff at all levels.

### Good communication skills will be required to ensure effective:

Face to face contact with key stakeholders

Participating in meetings



Delivery of presentations

Telephone / Teleconference/WebEx activity

Email, written correspondence

Report writing

**Within Own Department**

Progress updates with PM and, occasionally, HoP

Maintaining good communication with the Ward Supplies Officer & Assistants and responding to issues raised by them.

**With Other Unit/Division/Departments**

Close working relationships and good communications established on a day-to-day basis with management, clinical, support, other staff and other key stakeholders across NHS WI.

**External:**

Face to face meetings on local contract initiatives with a wide and diverse supplier base, and their delivery agents on all aspects of procurement.

Interact with contacts in other Boards in Scotland.

Monitoring supplier performance and recommending action to address contract issues with suppliers



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

The post holder will liaise with a wide range of managers, clinical staff, estates managers and medical physics staff in relation to the equipment, products and consumables requirements.

They may need to provide basic Pecos training to a variety of staff with a very wide range of IT literacy.

Meeting staff representatives from a wide and diverse range of knowledgeable suppliers.

The post holder must be able to prioritise work to achieve the necessary key results in agreed time frames.

The post holder will be required to have the ability to travel both inside NHS WI and to other Health Boards areas as required.

The post holder will be required to make regular use of a PC or laptop

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

**The post holder will be educated to at least HND level (or be able to evidence an equivalent level of knowledge and skills).**

Experience of data processing & analysis. Experience of procurement and working in a healthcare environment desirable.

Skills required include:

- Good all round communicator
- Focus on value for money
- Good negotiation, persuasive and influencing skills
- Excellent IT skills
- Ability to work as part of a team and use own initiative

## 15. STANDARD ELEMENTS

### **Confidentiality**

**Comply with all approved NHSWI Polices and Procedures.**

**Comply with NHSWI Communication Strategy and Media Strategy.**

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

### **Health and Safety:**

**Assist in maintaining own and others' health, safety and security.**

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

**Ensure own actions support equality, diversity and rights.**

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**Ensure own actions support equality, diversity and rights.**

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

**16. JOB DESCRIPTION AGREEMENT**

I, ....., confirm that the job description and person specification attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

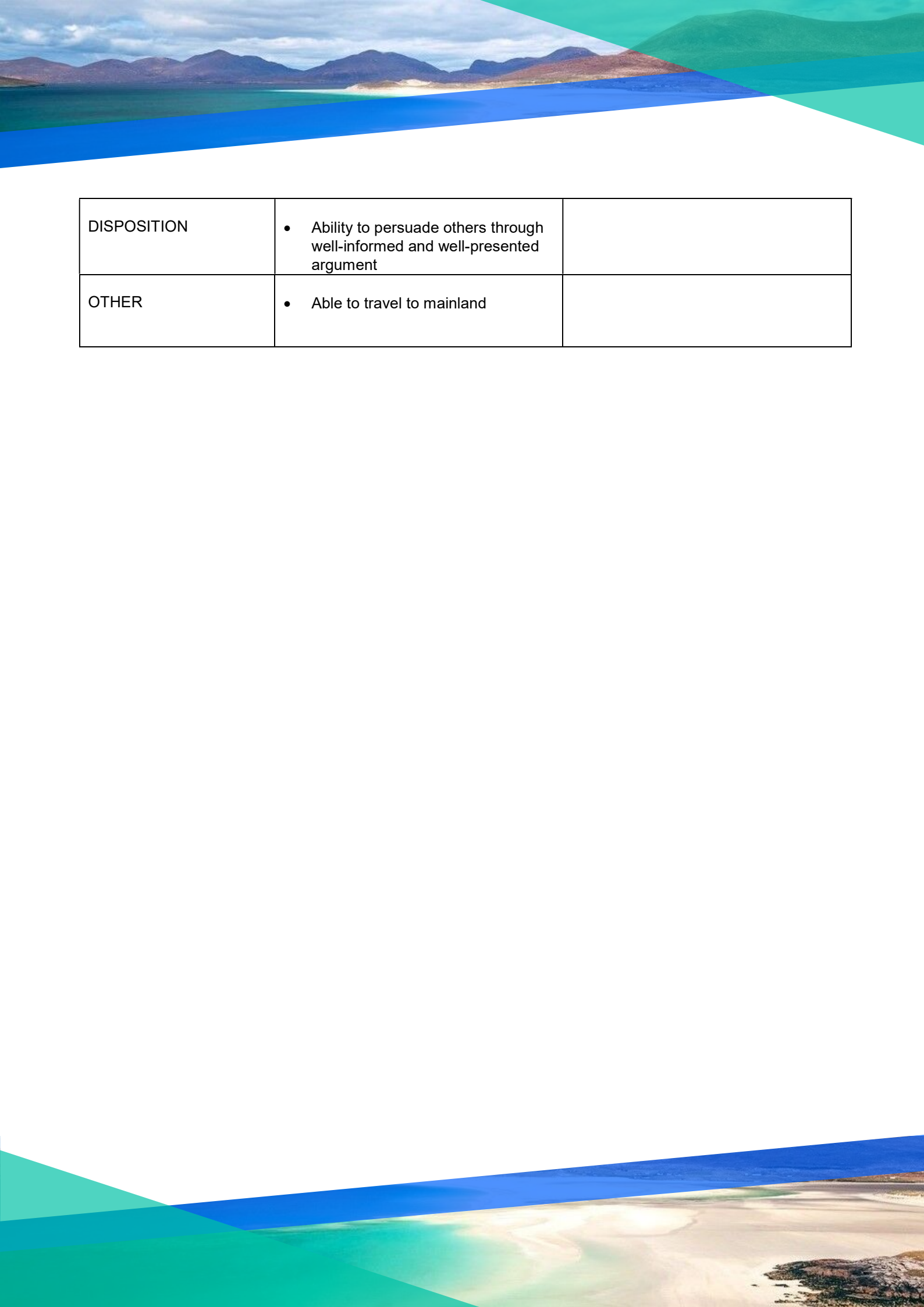
## NHS WESTERN ISLES - PERSON SPECIFICATION

**Job Title:** PROCUREMENT OFFICER

**Department:** Finance

**Location:** Western Isles Hospital, Stornoway

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> <li>• Previous Purchasing Experience</li> <li>• Experience of using computerised systems</li> <li>• Use of spreadsheets to enhance management information.</li> <li>• Previous administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in public procurement</li> <li>• Experience in a health care environment</li> <li>• Specific experience of using eFinancials and Pecos</li> <li>• Experience of training others</li> </ul>
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<ul style="list-style-type: none"> <li>• Educated to HND level</li> </ul>	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> <li>• Understanding of the role of procurement in providing cost-effective health care</li> <li>• Ability to work on own initiative with minimal supervision</li> <li>• Ability to work to tight deadlines</li> <li>• Ability to prioritise competing demands</li> <li>• Excellent communication and interpersonal skills</li> <li>• Proven analytical and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to extract useful management information using report writing software</li> </ul>



DISPOSITION	<ul style="list-style-type: none"><li>• Ability to persuade others through well-informed and well-presented argument</li></ul>	
OTHER	<ul style="list-style-type: none"><li>• Able to travel to mainland</li></ul>	



The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.



Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.



The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

#### Links

[visitouterhebrides.co.uk](http://visitouterhebrides.co.uk)  
[welovestornoway.com](http://welovestornoway.com)  
[hebrides-news.com](http://hebrides-news.com)  
[hebrideanhousing.co.uk](http://hebrideanhousing.co.uk)  
[cne-siar.gov.uk](http://cne-siar.gov.uk)

# About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

**Stornoway**—Western Isles Hospital (Ospadal nan Eilean Siar)

**Benbecula**—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

**Barra**—St Brendan's Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

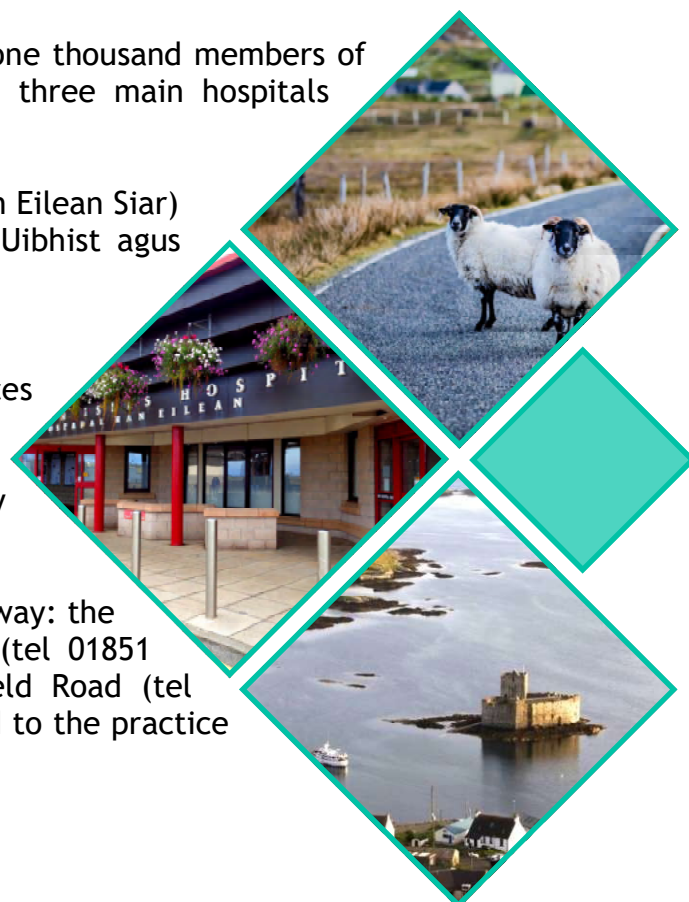
Web

[wihb.scot.nhs.uk](http://wihb.scot.nhs.uk)

The latest information about the Board's response to the COVID-19 pandemic can be found on the Board's dedicated website.

Web

[coronavirus.wi.nhs.scot](http://coronavirus.wi.nhs.scot)



# Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

**Stornoway Airport**—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

**Benbecula Airport**—Glasgow, Inverness, Stornoway

**Barra Airport**—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



## Links

Ferry Travel:  
[calmac.co.uk](http://calmac.co.uk)

Air Travel:  
[loganair.co.uk](http://loganair.co.uk)

Car Hire:  
[carhire-hebrides.co.uk](http://carhire-hebrides.co.uk)  
[lewis-car-rental.com](http://lewis-car-rental.com)

Air Discount Scheme:  
[airdiscountscheme.com](http://airdiscountscheme.com)