



Eileanan Siar
Western Isles

Senior Procurement Officer

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Western Isles Health Board
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Job Advert



**WESTERN ISLES HOSPITAL, MACAULAY ROAD,
STORNOWAY,
ISLE OF LEWIS HS1 2AF**

Senior Procurement Officer

**Band 5 – £26,104 - £32,915 per annum
Plus Distant Islands Allowance - £1,117 per annum
37.5 hours per week
Permanent Post**

As part of the ongoing development of the Procurement department at Western Isles Hospital we are recruiting an experienced procurement officer to enhance the teams capabilities.

You will be responsible for implementing national contracts, issuing local contracts and ITT's , supervising the operation of the hospital stores, high level administration and development of electronic procurement systems, capital purchase orders, key supplier management and assisting the Head of Procurement with development of contract workplans and delivery of strategic objectives.

You should have at least 3 years previous experience in a full-time procurement role, including experience of eProcurement systems administration and tenders.

You should be educated to degree level with CIPS level 4 (diploma) qualification being an advantage.

Previous NHS or healthcare purchasing experience is also an advantage.

For further information about this post contact Adrian Trevor, Head of Transport and Procurement, on adrian.trevor@nhs.scot or 01851 708154.

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.

For any further queries please contact 01851 762000.

1. JOB IDENTIFICATION	
Job Title:	Senior Procurement Officer
Responsible to:	Head of Procurement
Department:	Procurement
Directorate:	Finance
Operating Division:	Finance
Job Reference:	
No. of Job Holders:	One
Last Update:	June 2021

2. JOB PURPOSE
<p>Working with department managers, key stakeholders, service users and National Procurement staff to support, drive and manage the detailed arrangements that will result in the full implementation of existing and new national /local contracts and better buying arrangements for a wide and diverse range of equipment, goods and services to fulfil the specific needs of NHS Western Isles. Additionally to support the implementation of e-Procurement Systems and Logistics implementations, and agreed cross organisation / cross sector Joint Working initiatives. To promote best procurement practice and be able to evidence achievement of value for money in all non-pay expenditure areas and supply chain service improvement.</p> <p>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.</p>

3. DIMENSIONS
<p>The post holder has responsibility for influencing decisions on aprox. £15 million procurement spend on goods, services, and capital expenditure, including supporting NHSWI Pharmacy in the implementation of National Procurement contracts.</p> <p>The post holder is responsible for developing annual contract implementation workplans and schedules based on NP contract issues and in consultation with heads of service, senior managers and the Head of Procurement.</p> <p>Additionally the post holder will agree a service improvement action plan with the HoP which will be designed to develop the procurement function in line with national legislation which will be updated on an annual basis.</p> <p>The post holder is responsible for managing the implementation of contractual arrangements for a wide range of equipment, products and consumables on behalf of NHSWI which has significant impact on expenditure, service levels and efficiency savings. The role also requires effective management and performance monitoring of contract suppliers to ensure best value and service are achieved post implementation.</p> <p>The post holder influences all procurement budgets managed by the health board by ensuring value for money is obtained through contract compliance and application of best practice supply chain and procurement practices.</p>

Internally the post holder is required to form effective working relationships with a wide range of knowledgeable senior stakeholders across the full range of commodities.

Under the direction of the Head of Procurement the post holder will represent NHSWI procurement interests with NHS National Procurement, NHS boards throughout Scotland, SPD, HFS OGC and other UK supply chain agencies.

The post holder will assist in the implementation of NP and Scot Gov Procurement initiatives such as NP Logistics, e-procurement, the National advertising portal, BPI submissions and National Capability Assessments.

The post holder acts as a first point of contact for National Procurement, lead stakeholders, end users and suppliers for all routine operational and supply chain issues

4. ORGANISATIONAL POSITION

Reports directly to Head of Procurement (Deputy Director of Finance)

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 other 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 NP act 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 be responsible for assisting with the development of policies and documentation to support this aim and for effectively communicating policy developments to the organisation, providing training and support where necessary.

The function is additionally responsible for supporting the implementation of NP e-Procurement / Systems and Logistics implementations and agreed Joint Working initiatives to facilitate efficient procurement process and achievement of cost and service benefits.

6. KEY RESULT AREAS

Final CEO 03.08.2021

In conjunction with the HoP and senior stakeholders devise an effective annual workplan which makes maximum use of local procurement resources to deliver the maximum benefit from National Procurement and local contracts, and monitor compliance with the plan using an agreed benefits tracker.

Contribute to the development of local strategies and action plans in line with recommendations in the Scottish Public Procurement Policy Handbook.

On site management responsibility for the detailed implementation of national and local contract arrangements – demonstrating cost benefit analysis, stakeholder engagement, implementation of supporting infrastructure (where appropriate) and post implementation support and training.

Demonstrates effective supplier management and performance monitoring resulting in improved service levels for NHSWI. Should be able to evidence effective negotiation of tailored service provision from key suppliers and successful intervention where service levels do not meet agreed standards.

Supports contract compliance with on site implementation and monitoring of process controls and mechanisms. Also supports HoP in the design of these processes. Should be able to demonstrate increased contract compliance and reduction of rogue purchasing as a result. Also supports National compliance monitoring by communicating compliance levels to NP.

Work with NP, local key stakeholders and managers to ensure that the requirements of NHSWI and end users are incorporated into national contracts. Evidenced by management of NHSWI participation in NP Commodity Advisory Panel (CAP) process and attendance of National Procurement working groups for contract implementation/ logistics.

Provides timely and accurate in scope data in support of national requirements to submit Annual and Quarterly spend and procurement BPI's.

Contributes to an agreed annual savings target by ensuring full implementation and compliance with contracts identified as having a potential benefit to expenditure. Also by working with appropriate stakeholders to address a variety of issues such as identifying product or service requirements, demand management and product standardisation and rationalisation. Should be able to demonstrate delivered savings against those predicted which will also be submitted to NP to inform the national benefits tracker.

Uses output from forward planning, data analysis and management reports to advise HoP, Finance, Stores, end users and stakeholders of opportunities or scope for performance improvement.

Assist in the implementation of Logistics, e-procurement and policy development objectives within nationally agreed timeframes. Including submission of timely and accurate data to the relevant national body, presentation and analysis of data to local stakeholders, selection and management of stakeholder group, detailed arrangements for local implementation, co-ordination of interface between local procurement and NP, embedding supporting infrastructure where necessary, delivering effective training to effected staff, and maintaining communication with senior management and end users throughout.

Manage a proportion of local contracting arrangements, including preparation of tender documents for Regulated Contracts (over 50k net value), publication of contract notices, working with suppliers, and advising managers on tendering procedures, assisting the Head of Procurement in ensuring compliance with statutory regulations and good practice.

Operational supervision of the Warehouse and internal supply chain function including day to day line management responsibility for 3 x Ward Supplies Officers.

7a. EQUIPMENT AND MACHINERY

PC, photocopier and telephone. Occasional use of warehouse equipmentsuch as pallet trucks, trolleys and sack trucks.

7b SYSTEMS

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 maintenance of a procurement intranet page

CedAr e-financials – product and supplier enquiries, invoice and payment enquiries, reporting, catalogue amendments and management

PCM – Pecos Catalogue Management

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.)

Pecos Internet Procurement Manager – Web based eProcurement system.

Spikes Cavell Observatory – Used to upload and analyse annual and quarterly procurement spend data and BPI profiles

Public Contracts Scotland advertising Portal – Used for the electronic publication of contract and award notices. The post holder will also be required to maintain the organisation’s buyer profile on the site and manage access by other members of staff.

8. ASSIGNMENT AND REVIEW OF WORK

- The post holder will operate with a high degree of autonomy subject to the general direction of the HoP. The post holder will make decisions within an agreed remit and be required to use their initiative on a daily basis.
- An Annual workplan and action plan will be agreed with the HoP. Focus within this plan will be re-assessed regularly in reaction to local and national Priorities.
- Work will be 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.
- Weekly and daily workload is managed entirely by the post holder.
Reports weekly or biweekly to HoP at regular update meetings and by use of ABCD flash reports to review previous week’s achievements discuss any concerns and agree priorities.

- The post holders performance will be reviewed against agreed targets and KPI's and he/she may be required to design and implement progress tracking tools against specific or general activity.
- 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.

9. 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.

10. 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).
- Ensuring full involvement / participation of key stakeholders within NHSWI to deliver the change management programme
- Establishing knowledge of WI current and future demand across all commodities.
- Putting in place 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.

11. 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
- Chairing and participating in meetings
- Delivery of presentations
- Telephone / Teleconference activity
- Email, written correspondence
- Report writing

Within Own Department

- Progress updates with HoP
- Liaison with all staff

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:

- Managing the day-to-day operational relationship with NDC .
- Face to face meetings on local contract initiatives with a wide and diverse supplier base, and their delivery agents on all aspects of procurement.
- Key link person for dealings with NDC (National Distribution Centre).
- Interface with NHS Boards throughout the UK, National Procurement, the Scottish Executive, General and Dental Practitioners, PASA and other UK Supply Chain Agencies.
- Develop and maintain relationships with colleagues in other Boards in Scotland.
- Managing supplier performance

12. 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.

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

The post holder will be required to work under pressure to achieve the necessary key results in agreed time frames.

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

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

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THEJOB	
<p>The post holder will be educated to at least degree level (or equivalent level of knowledge and skills), and may be expected to work towards gaining a Level 4 CIPS qualification, or equivalent.</p> <p>Experience of supply chain management. Able to demonstrate success in the management of change, with experience of working with computerised supply chain systems.</p> <p>Skills required include:</p> <ul style="list-style-type: none">▪ Good all round communicator▪ Focus on value for money▪ Good negotiation, persuasive and influencing skills▪ IT literacy▪ Knowledge of health care markets and products▪ Knowledge of procurement legislation▪ Ability to work as part of a team and use own initiative	

14. JOB DESCRIPTION AGREEMENT	
<p>A separate job description will need to be signed off by each jobholder to whom the job description applies.</p> <p>Job Holder's Signature:</p> <p>Head of Department Signature:</p>	<p>Date:</p> <p>Date: 03.08.2021</p>

NHS WESTERN ISLES - PERSON SPECIFICATION

Job Title: SENIOR PROCUREMENT OFFICER

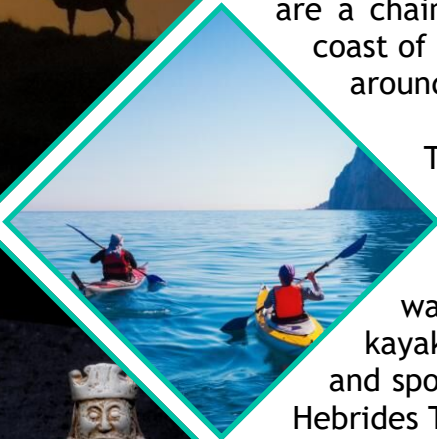
Department: Finance

Location: Health Board Offices, Stornoway

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a procurement environment • Experience of using computerised supply chain systems • Use of databases and / or spreadsheets to enhance management information 	<ul style="list-style-type: none"> • Supervision of staff • Experience in health care environment • Specific experience of using eFinancials
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<ul style="list-style-type: none"> • Educated to degree level, or equivalent level of knowledge & skills 	<ul style="list-style-type: none"> • Level 4 CIPS qualification, or equivalent
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Understanding of the role of procurement in providing cost-effective health care • Ability to work on own initiative with minimal supervision • Ability to work to tight deadlines • Ability to prioritise competing demands • Excellent communication and interpersonal skills • Proven analytical and problem-solving skills 	<ul style="list-style-type: none"> • Ability to extract useful management information using report writers
DISPOSITION	<ul style="list-style-type: none"> • Ability to persuade others through well-informed and well-presented argument 	



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
welovestornoway.com
hebrides-news.com
hebrideanhousing.co.uk
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

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



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

Air Travel:
loganair.co.uk

Car Hire:
carhire-hebrides.co.uk
lewis-car-rental.com

Air Discount Scheme:
airdiscountscheme.com