#### **JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** |
| **Job Title: Senior Commodity Officer (Capital Equipment Team)****Responsible to: Commodity Manager****Department(s): Procurement****Directorate: Estates & Facilities****Operating Division: NHS GG&C****Job Reference: SCO21/JEU270Senior****No of Job Holders: 2****Last Update (insert date): 23rd October 2023** |

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| **2. JOB PURPOSE** |
| A senior member within a section of the Commodities Team of the NHS GG&C Procurement Department.The post holder will to ensure maximum efficiency of resources and achievement of value for money through tender, negotiation, project management and other procurement skills and techniques for GG&C Board wide projects and commodities. Identification of potential areas for expansion of the scope of the service will be a key role.Post holder will also represent NHS GG&C on National Procurement Commodity Advisory Panels, regional workshop events and other initiatives to ensure requirements are subject to appropriate contracts and will liaise with National Procurement, users and key stakeholders on all contract matters. |

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| **3. ROLE OF DEPARTMENT** |
| The Department provides a professional service to all NHS GG&C Divisions and delivers best value procurement commercial arrangements together with the most efficient processes for the ordering and delivery of such goods and services. The service is managed in compliance with National Policies, NHS GG&C Standing Financial Instructions, Public Sector Procurement Regulations and within an ever increasingly constrained financial environment.The delivery of a professional service includes purchasing, storage, stock management and distribution of all clinical and general supplies. The department is also responsible for the delivery of the capital/major equipment programme and the procurement of all equipment maintenance contracts.The Commercial Team is responsible for leading the development of optimum commercial strategies to deliver best value for money for NHS GGC Board. It is also responsible for developing, planning and implementing Regional and National Procurement strategic sourcing strategies/projects as well as complex best value commercial contracts for high value, medical, surgical, general and corporate products/services together with their stock administration. |

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| **4. ORGANISATIONAL POSITION** |
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| **5. SCOPE AND RANGE** |
| The post holder is accountable to a Commodity manager and will manage a delegated product portfolio from the Commercial Team Manager of the health board’s approximate trade spend of:* Capital Equipment allocation for the Health Board can range from £35m - £100m p/a
* Of this, Medical Equipment and Imaging Equipment allocation alone can range £5m - £25m
* Maintenance, Service and Lease contracts are worth circa £26m p/a

The Capital Equipment and Equipping Team provides a professional equipment and maintenance procurement service to all NHSGG divisions, including purchasing, storage, and distribution, legal requirements, project management services and procurement management data. The post holder reports to the NHSGGC Commercial Team Manager. * 9 Acute Hospitals
* 11 Non–acute sites
* Multiple Community facilities
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| 6. MAIN DUTIES AND RESPONSIBILITIES |
| **Key Result Areas*** Developing and leading the introduction and management of new and existing category A (National Pan Public Sector), B (NHS Specific), C (Local/Regional NHS Specific) and C1 (Local/Regional Cross Sector) contracts that meet the needs of all participating customers, ensuring maximisation of collective buying power and economies of scale are achieved to deliver best value for money.
* This will require the post holder to act as the Lead or Commodity Sponsor on specific national and local commodity initiatives incorporating customer requirements from all NHS and pan public sector organisations.
* To take the lead for Commercial aspects of a delegated portfolio of products as agreed and prioritised with the Commercial Team Manager to ensure the delivery of the Department’s Key Performance Targets.
* This will include writing specifications and conducting the complete contractual process for their own portfolio of work and as delegated by the Commercial Team Manager.
* The post holder is expected to gain an awareness and recognition of clinical aspects of the portfolio products.
* Achievement of cost-improvement targets to the financial benefit of NHS GG&C and related areas through close working with appropriate multi-functional empowered teams and tackling areas such as reducing consumption, variety reduction and standardisation of products used.
* Implementing changes arising from National Procurement Contracts - working with stakeholders to ensure compliance.
* Preparation and completion of tender specifications, leading tender evaluation and contract award.
* Procurement of technically or commercially complex orders for Non-Catalogue Products and services.

**Service Development*** Developing good working relationships with the National Procurement in supporting the delivery of National Contracts. This may require the post holder to act as a Lead Buyer on specific national commodity initiatives incorporating customer requirements from all NHS organisations.
* Developing and maintaining Commodity Advisor Groups for key commodities and fully include Commodity Users in sourcing decisions and achieving a consensus view prior to re-sourcing.
* The post holder should provide specialist technical advice on products where possible.
* Development of specialist management information collection and analysis tools and techniques to underpin the long term procurement plan (in terms of historic trend analysis, forecasting statistical analysis, demand modelling).
* Develop and maintain positive Supplier relationships to provide on-going opportunities to develop new, and improve on, the current purchasing initiatives to the benefit of NHS GG&C.
* Provide advice and guidance to customers on best commercial practice, compliance with commercial law, and identification of new purchase opportunities to NHS GG&C staff.
* This will include understanding and interpretation of complex Public Sector Procurement legislation.

**Reporting*** Regularly report financial savings achieved to Senior Buyer(s), Commercial Team Manager, Deputy Head of Procurement and Head of Procurement, where applicable.
* Regularly provide accurate, relevant data in the form of reports & spreadsheets
* Regularly reporting of validated savings opportunities to a variety of key stakeholders

**Delegated Authority*** N/A

**Information Technology*** Design reports in Business Objects database tools, as required.
* Overseeing the maintenance of the procurement IT system’s commodity catalogue, non-NSS frameworks to ensure that stakeholders have access to these best sources of supply
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| **6a. EQUIPMENT AND MACHINERY** |
| * PC
* Printers
* Photo-copying equipment
* Telephones/answer machine
* Faxes
* Departmental alarm system.
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| **6b. SYSTEMS** |
| Regular requirement to use computer software to develop and create reports and maintaining to electronic catalogue system. **Information technology systems to include*** Microsoft office software (Excel and Outlook in particular)
* SAP Business Objects (database reporting tool)
* PCM – NHS National Contract Database
* PECOS – NHS GGC purchasing system
* Internet - search, information and market analysis source
* Intranet – Internal web system

**Other systems to support the delivery of the service*** Standing financial instructions
* KPIs
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| **7. DECISIONS AND JUDGEMENTS** |
| Frequency & Nature of Supervision* Post holder works autonomously and has regular contact with line manager to keep updated with various issues
* Discussion with line manager & senior buyer(s) on procurement strategy for new commodities or if annual spend greater than £50,000
* Monthly summary of progress for department reporting purposes
* PDP on a six and twelve monthly review
* Monthly 1-2-1 with line manager or senior team

Areas of Discretion* Contract management to ensure delivery of benefits and improve supplier performance
* Supplier review and negotiation as part of contract and supplier management
* Sourcing of quotations for medical equipment and contracting

Typical Judgements Made in Course of Job* Commercial evaluation of supplier proposals
* Procurement strategy to be adopted for contracting
* Presentation, wording, terms & conditions for tenders
* Opportunities of reducing cost
* Generation of generic specifications
* Establishing user requirements from many different stakeholders
* Balance of clinical & customer aspirations against financial pressures and targets
* Application of SFIs, Public Sector Procurement Regulations and other legal procedures and guidelines
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| **8. COMMUNICATIONS AND RELATIONSHIPS** |
| * The post holder will represent NHS GG&C on a variety of local and national committees and will be required to communicate complex, contentious and sensitive information to a large group. Extensive communication with customers to understand their requirements and ensure the product/service procured is fit for purpose
* The post holder will provide advice on financial, clinical and product specific issues to finance & non-finance managers
* Correspond and meet with suppliers and potential suppliers to discuss requirements and carry out negotiations regarding prices, conditions of contract, supplier performance etc.
* Post holder may have to provide general non-clinical advice or information to patients, clients, relatives or carers on ad hoc contact while on hospital sites.

The post holder will have to communicate and build relationships with the following stakeholders:**INTERNAL**Extensive internal NHS organisation contact at all levels across a wide range of disciplines in all Divisions including:* Finance
* Clinical
* Facilities Management
* Labs
* Pharmacy
* I.T.
* Other service departments

**EXTERNAL**Extensive external contact to organisations at all levels across a wide range of disciplines including:* Suppliers
* National Procurement
* Other local Government Bodies
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| **9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical* Advanced IT and keyboard skills and working at a PC for long periods of time
* Driving to other hospitals in various locations around Glasgow and Scotland

**Mental*** The post holder will be required to analyse large data from multiple data sources
* The post holder will frequently require the ability for intense concentration for long periods while analysing large data
* Interruptions from operational issues as customers see commodity lead as main point of contact

**Emotional*** Developing new relationships with customers as procurement influence expands.
* Explaining to customers why the product they want cannot be ordered
* Changing customer’s well established processes and procedures
* Formal presentations up to director level
* Leading and facilitating customer workshops

**Environmental*** Working with Clinical Teams within their work environment
* Office environment and facilities
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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * To be able to effectively communicate the benefits of contentious re-sourcing strategies with end users and to gather their agreement to a re-sourcing decision.
* To obtain buy in, engagement and commitment from stakeholders who have other conflicting and pressing demands which can be seen as being of higher importance by stakeholders including but not limited to waiting time initiatives.
* Meeting the needs and expectations of an increasing and more demanding customer base faced with tight financial restrictions, while continually seeking to improve effectiveness and efficiency of the Department.
* Seeking and investigating new supplies contract opportunities, ensuring maximum use is made of collective buying power.
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| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| **ESSENTIAL*** The post requires high levels of competence in the areas of communication, negotiation and organisational skills.
* The post holder will have excellent I T skills being fully literate with Microsoft Office Packages.
* Diploma of the Chartered Institute of Procurement and Supply or equivalent
* A detailed knowledge of Public Procurement regulations and procedures.

**Experience*** Professional qualified (to degree level) or suitable experience (minimum of 2 years) experience operating within the field of procurement / buying / operations within a multi-discipline environment
* Experience in managing conflicts and complaints
* The post requires high-levels of competence in communication, negotiation and organisational skills.

**Education/Qualifications*** Educated to Degree level or equivalent
* Diploma of the Chartered Institute of Procurement and Supply (CIPS Level 3 or above) or working towards

**Knowledge*** Working knowledge of contract law
* Working knowledge of the public sector procurement legislation

**Skills/Abilities*** Ability to work flexibly within the service to meet changing demands
* Ability to communicate at all levels
* Excellent organisation skills
* Excellent communications and inter-personal skills
* Literate in modern IT Procurement and data analysis systems
* Advanced computerised data analysis skills
* Minute Taking

**PREFERRED*** Experience of hospital procurement and NHS operation
* Experience in Health related goods and services
* Experience of Business Objects software systems

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| **12. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder’s Signature: Head of Department Signature: | Date:Date: |