**JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| **letterheadVP.jpg** Job Title: Procurement OfficerResponsible to: Contract Implementation and Compliance Officer Department(s): ProcurementDirectorate: Infrastructure and Support Services Operating Division: NHS Ayrshire and ArranCAJE No: 800-3012No of Job Holders: 1Last Update: December 2022 |
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| 2. JOB PURPOSE |
| The Procurement Officer will be a member of the Contract Implementation & Compliance Team within the Procurement Department of NHS A&A, led by the **Contract Implementation & Compliance Manager**.   The post holder will be required to manage, maintain and publish NHS Ayrshire and Arran’s Contract Register, including coordinating, managing records and databases.The post holder will be required to work with Procurement Managers to develop KPI’s for savings, contract compliance and Best Practice. Detailed analysis of annual expenditure will be undertaken specifically with regard to expenditure on goods services and works. This analysis is vital to show how much is spent by whom on what from where and process being used to procure goods and services. This forms the basis upon which key performance indicators and benchmarks can be developed to support all other procurement best value projects and streams. The post holder will be required to liaise with the Procurement Team to establish data input requirements and a process to provide vital management information on spend and contract information. The post holder will be required to document this process and establish routine reporting of key information from the system. |

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| **3. DIMENSIONS** |
| The post holder will be based at Ayrshire Central Hospital, Irvine but will be required to travel between all Ayrshire and Arran sites, to other NHS boards and external locations. The post holder will work 37.5 hours Monday to Friday and may be required to work out with the regulated hours.The post holder may be requested to represent NHS Ayrshire and Arran on various National Procurement Groups, working with and influencing key decision makers within National Procurement and the Scottish Government to ensure experiences, knowledge and information is shared to the benefit of NHS Ayrshire and Arran.The Contract Implementation and Compliance Team consist of:1 x Contract Implementation and Compliance Manager1 x Contract Implementation and Compliance Supervisor***This post - 1 x Procurement Officer***1 x Contract Implementation and Compliance Officer |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The Department provides a professional service to all NHS Ayrshire and Arran Directorates and delivers best value contracts together with the most efficient processes for the ordering and delivery of goods and services. The service is managed in compliance with National Policies, NHS Ayrshire an Arran Standing Financial Instructions, The Procurement (Scotland) Regulations 2016 and the Procurement Reform (Scotland) Act 2014 Procurement Legislation and within an ever increasingly constrained financial environment.The delivery of a professional services includes purchasing, storage, stock management and distribution of all clinical and general supplies. The Department is also responsible for direct input into the delivery of the capital/major equipment programme and the development and procurement of equipment maintenance contracts.The Department is responsible for leading the development of optimum commercial strategies to deliver best value for money for the in-scope non-pay expenditure. 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, (pharmaceutical), general and corporate products/services together with their (stock administration). |
| 6. KEY RESULT AREAS |
| * Maintaining NHS Ayrshire and Arran Contract Register, updating on a monthly basis and ensuring historic database of Contracts Awarded, Cancelled, Renewed etc. are kept up to date. This includes awarding contracts on Public Contract Scotland for procurements over £50k.
* 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).
* Ensure knowledge of National/Scottish Procurement Regulations, including but not limited to The Procurement (Scotland) Regulations 2016 and the Procurement Reform (Scotland) Act 2014. Procurement knowledge is kept up to date through attendance at courses, seminars and research thereby ensuring all procurement activity carried out within NHS Ayrshire and Arran continues to comply with legislation.
* Provide advice, develop and deliver training and guidance and support on Public Contract Scotland (PCS) Website to users and departments to maximise procurement performance within NHS Ayrshire and Arran.
* Undertake Quick Quote process via Public Contracts Scotland Portal for low value (under £50k) procurements on behalf of NHS Ayrshire and Arran.
* Responsible for carrying out audits in respect of compliance with NHS Ayrshire and Arran procurement policy and procedures and reporting results to the Head of Procurement and the Contract Implementation and Compliance Manager.
* Develop and maintain complex reports, spreadsheets and registers to provide accurate management information covering aspects of stakeholder engagement in the procurement process.
* Maintain accurate auditable records of all procurement processes which result in high process compliance.
* On-going liaison/communication with other procurement system users, ensuring the correct use of the systems and that data is accurate and adheres to the Standing Financial Instructions.
* Actively engage in continuous professional development.
* Maintenance of effective Health and Safety arrangements in line with Board policies to ensure the safety and wellbeing of staff. Including participating in Risk Assessment and undertaking Moving and Handling Competency Assessments.
* Regularly provide accurate relevant data in form of reports and spreadsheets, to senior managers.
* Process requisitions on electronic ordering system (PECOS), ensuring they are dealt with timeously.
* Uploading data for analysis of spend and contract usage using Scottish Procurement Information Hub Observatory.
* Representing NHS Ayrshire and Arran by attending national and local procurement events, such as Meet the Buyer Events and National Exhibitions.
* Provide information in response to Freedom of Information requests.
* Provide information in response to weekly Safety Notices received by Risk Management.
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| 7a. EQUIPMENT AND MACHINERY |
| * PC / Laptop
* Photo-copying equipment / MFD
* Telephones/answer machine
* Mobile Phone
* Driving as required
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| **7b. SYSTEMS** |
| Information Technology Systems, to include:* Public Contracts Scotland Portal – Controller
* PECOS – eProcurement
* PCM – Scottish Government System for Catalogue Management
* Scottish Procurement HUB (Spikes Cavell) – Uploading data for analysis of spend and contract usage
* Microsoft Office (Excel, Word, Outlook, Teams. Planner)
* Business Objects – create reports for local MI for all departments, KPI’s and Spend Analyser
* Athena – Maintain Procurement Site
* Internet – Search, sourcing and research matters relating to Procurement Legislation
* eFinancials – web-based accounting software
* eExpenses – expense claim system
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will have a high degree of autonomy with regard to day to day activity, will be self-directing and is expected to exercise initiative and judgement within broad guidelines as agreed with the Contract Implementation and Compliance Manager.The post holder’s assignments will be self-generated but priority, critical and national issues are discussed with the Contract Implementation and Compliance Manager team and a course of action agreed.Performance will be assessed in line with NHS Ayrshire and Arran’s Performance Appraisal system (TURAS) by the Contract Implementation and Compliance Manager.Informal review of workload, progress on current developments and issues will be undertaken as and when required. Attendance at monthly department review meetings with actions that require to be undertaken by post holder. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will be responsible for exercising judgement and making decisions on complex and sensitive data. Providing advice and solutions to a wide range of problems and ensuring that service delivery complies with all statutory and legal requirements.In general, the post holder will be expected to prioritise and make decisions about their own work. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Meeting the needs and expectations of an increasing and more demanding customer base faced with tight financial constraints and limited resources while continually seeking to improve the effectiveness and efficiency of the department.Keeping abreast of new technologies and potentially competent to deal with new technological environments.Keeping up to date with changes to legislation relating to Procurement.Change management aspect of role, including persuading/influencing changes to current departmental practices.Responding to high level of request for Procurement advice, assistance and other issues which cannot be predicted and constantly re-prioritising work to accommodate changing priorities.Ensuring compliance with departmental policies, procedures and timescales.Microsoft Applications. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| In support of our core purpose of working together to achieve the healthiest life possible for everyone in Ayrshire and Arran we are committed to a culture that is Caring Safe and Respectful. The post holder will be required to work collaboratively in a safe, caring and respectful way.In addition the post holder will have well developed oral and written communication skills and must be capable of communicating to and across a wide range of disciplines at all levels of the Organisation. This will require good interpersonal and influencing skills to ensure successful service delivery.The post-holder will be required to have relationships and/or contact with a wide range of stakeholders both internally and externally.***Internal**** Directors
* Senior Managers and Clinicians
* Internal Department staff, Managers and Budget Holders
* Procurement Staff/Colleagues/Managers
* Finance (Accounts Payable and Management Accounts)
* Service Users

***External**** Service Providers for information on systems developments and upgrades
* National Procurement and Scottish Government
* Other Health Systems/Health Services Organisations
* Suppliers
* Other public service bodies
* National Government Bodies

Communications will be face to face, over the telephone, via email or other more formal written communications.The post-holder may have incidental contact with patients or members of the public in the course of their work, and will be expected to provide appropriate assistance. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical*** Driving between locations (locally and nationally) to attend meetings etc., if required.
* Frequent use of computers.
* A considerable amount of time will be spent working at a PC analysing and manipulating data.

**Mental*** High concentration for long periods of time.
* Sufficient knowledge and confidence to represent the Service appropriately on a variety of national groups.
* Requirement to re-prioritising of workload.
* Ability to manage progression of multiple tasks where unexpected events may necessitate the switch to another task without warning e.g. system failure.
* Foresee situations of potential stress or conflict and manage the situation accordingly.
* Effective and accurate liaison with external bodies.

**Emotional*** Supporting staff through major service development or change
* Ability to work under pressure and to tight deadlines
* Ability to take constructive criticism
* Demonstrate tolerance of different attitudes
* Ability to keep own emotions under control in a pressured environment

**Environmental*** Distraction caused in open plan office and exposure to Visual Display Units
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Educated to degree level or extensive experience in the field of Procurement within a large environment, preferable but not essentially in the Health Service.
* Knowledge of Microsoft Office packages (Word, Excel, PowerPoint etc.), email, internet and file management essential.
* ECDL qualification
* Experience in the delivery of training
* Evidence of Continuous Personal Development
* High level communication, negotiation, influencing and effective people management skills
* Experience in delivering customer focused services
* Experience in problem solving and assisting in redesigning process within user department
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