

**NHS NATIONAL SERVICES SCOTLAND**

# JOB DESCRIPTION

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| **1. JOB DETAILS** | | | | | |
| Job Title | | **Assistant Planner Modern Apprentice** | | | |
| Immediate Senior Officer/ Line Manager | | Materials Planning Manager / Supplier Manager | | | |
| Department | | NP Logistics | | | |
| SBU | |  | | | |
| Location | | NDC Canderside / Eurocentral | | | |
| CAJE Reference | | PRCFG013 | | | |
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| **2. JOB PURPOSE** | | | | | |
| For the specified commodities, ensure on-time delivery into the IDC/NDC/Eurocentral facility in line with pre-agreed inventory parameters via the timely placement of purchase orders and the expediting of such with our vendor. | | | | | |
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| **3. DIMENSIONS** | | | | | |
| **Budgets upon which the post holder has impact**  Demand management of product sales of approx. £150 million across 400 suppliers and 23 NHS Boards and special boards.  The postholder does not have direct budget responsibilities however they are responsible for verifying purchase orders and authorized for signing off purchase orders up to the value of £45,000. | | | | | |
| **4. ORGANISATION CHART**  **CANDERSIDE BASE** | | | | | |
| EUROCENTRAL BASE | | | | | |
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| **5. ROLE OF THE DEPARTMENT**  National Procurement has been created to ensure that best practice procurement and supplies management processes are embedded across NHSScotland, within national, regional and local procurement and supplies communities. NP will manage and co-ordinate the initial Better Procurement Implementation (BPI) process and provide leadership and direction for the on-going operation and development of the new national model. NP has primary responsibility for ensuring Procurement and Logistics delivers best value for its wide customer base and that the savings target set by Ministers and SEHD are met. The need to add benefits from better management of strategic suppliers has also been recognised as a priority going forward, and NP will develop and implement best practice contract management and supplier relationship management processes.  The new National Procurement Organisation (NPO) is underpinned by the need for buying organisations and stakeholder communities to source goods and services more strategically and in a way that fully leverages NHSScotland substantial spending power. Not only can such savings be captured and sustained, but the quality of products and services provided to the Service from suppliers can also be significantly improved.  Given the savings realised to date, target annualised savings have been increased from around £30M per annum to £50M per annum by the start of the 2006/7 financial year. Critical to the delivery of these savings and to the service improvement targets, is the investment in staff, improved processes, better-enabled systems, and a re-aligned national procurement organisation. More specifically, the NHSS has recognised the need to invest in an improved strategic sourcing capability, better logistics, change management and the implementation of eProcurement Scotland technologies and methodology.  National Procurement will be organised to best manage end-to-end supply chain processes for all those goods and services considered within scope. Initially the focus will be strategic sourcing and supplier relationship management; logistics (in-bound distribution and stock management); and eProcurement (transactional purchasing and payment processes). National Procurement will also take a lead role in the capability development of existing staff within Procurement and the resourcing of additional expertise .NP will establish support services for the core functions and become a centre of excellence for performance management (people and culture, benefits tracking, MIS and KPI’s) and for eSourcing (notably eAuctions and eTendering).  Although NP will be led and managed within National Services Scotland (NSS), it will operate in close collaboration with managers and Procurement Staff within the Regional Confederations, Health Boards, Special Health Boards and the Scottish Procurement Directorate. From a Logistics perspective, it will seek to best manage a number of related processes – operations management and resource planning, develop ‘best in class’ business processes resulting in a world class logistics service to NHSS. It will work with the Strategic Alliance Partnership (SAP – the representative and consultative body representing the procurement focus in Health Boards), to agree and implement best logistics practice at both national and local levels. It will also seek to make best use of existing expertise and systems, to develop capability either by personal development or recruitment and to encourage investment in value-adding technologies and process redesign. | | | | | |
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| **6. KEY RESULT AREAS** | | | | | |
| Functional   1. Maintain all inventory parameter data related to the commodity groups and ensure this is continually kept up to date through close liaison with the Materials Planner and other members of the internal organisation. 2. Aim to ensure that all target stock levels and target service levels are strictly adhered to and are consistent with the needs of the business. 3. Report slow moving stocks and highlight action required to improve. 4. Contribute to the planning of deliveries made into the Warehouse through liaison with the Inbound Receipts team when required.      1. Review and action system generated suggested purchase orders for stock lines in accordance with current Inventory parameters. 2. Expedite the delivery of goods, by liaising with internal and external contacts on any known problems and escalate where effective action cannot bring about a satisfactory resolution. 3. Action and record all returns to Suppliers, liaising with Operations and Suppliers. 4. Take all necessary action on hazard notices on stock lines, liaising with Suppliers, Buyers and relevant Distribution Centre personnel. 5. Reconcile delivery discrepancies when notified. 6. Investigate invoice discrepancies and escalate any unresolved issues. 7. Monitor and report vendor delivery performance. 8. Plan, conduct, report and action outcomes from meetings with key suppliers to improve supplier inbound performance and identify/maintain any supply chain improvements. 9. Develop a good working knowledge of commodity products and their manufacturing/distribution processes 10. Produce and/or action daily/weekly/monthly reporting as required. 11. Take involvement when new process are introduced by commenting or highlighting potential issues or possible improvements such as the Supply Chain processResponsible for maintaining agreed inventory levels against required level and monitoring any sudden increases in demand. 12. Responsibility for ordering medical products being supplied to Health boards, ensuring that correct stock level is maintained and goods are readily available.   **Corporate**   1. Behave in way consistent with NHSS Logistics’ Vision and Values. 2. Comply with Health, Safety and Security at work regulations and requirements. 3. Contribute to own person development. 4. Ensure own actions support equality, diversity and rights | | | | | |
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| **7. ASSIGNMENT AND REVIEW OF WORK** | | | | | |
| The post holder will generate own work programme within defined parameters, which will be agreed with their Line Manager.  Monthly reviews with Line Manager. | | | | | |
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| **8. COMMUNICATIONS AND WORKING RELATIONSHIPS** | | | | | |
| **Internal (BPI structure)**  Work closely with other personnel in Operations, Customer Service, Contracting, Finance and other Inventory Management colleagues to ensure service levels are met External Develop working relationships and liaise with Suppliers and Contractors to ensure plans are delivered and risks mitigated. | | | | | |
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| **9. MOST CHALLENGING PART OF THE JOB** | | | | | |
| Managing the daily demand dynamics versus vendor supply capability in an environment of continued inventory optimization and cost improvement. | | | | | |
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| **10. Systems** | | | | | |
| * NSS Intranet, Red Prairie Warehouse Management System & CEDAR. * Microsoft Office – Excel (spreadsheets), Word (Documents), Outlook (Email), Powerpoint (Presentations) | | | | | |
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| **11. WORKING ENVIRONMENT AND EFFORT** | | | | | |
| **Physical Effort** | | | | | |
| Seated in front of a computer on a daily basis, typing data, reading and analysing information and responding to electronic messages. This can be for up to 6 hours each day with breaks. | | | | | |
| Mental Effort | | | | | |
| Ensuring on-hand inventory to meet the demands of the Health Service and dealing with escalation issues where appropriate. | | | | | |
| **Emotional Effort** | | | | | |
| Working within close team environment and interacting with the external supplier base. | | | | | |
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| **12. ENVIRONMENTAL / WORKING CONDITIONS & MACHINERY AND EQUIPMENT** | | | | | |
| Standard office environment; warehouse environment. | | | | | |
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| **13. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST** | | | | | |
| Qualifications & Experience:   * Postholder is expected to work towards SCQF Level 6MA in Procurement and their professional purchasing qualification (such as CIPS level 4). * Experience in a Supply Chain Role or similar.   Experience of using Microsoft Office   * Educated to SCQF level 5 or equivalent   Skills   * Able to plan and organize own work-load in line with group’s objectives * Able to build/manage working relationships both internally and externally * Able to maturely express one's opinions and feelings in spite of disagreement * Accurately communicate to others regardless of their status or position * Exhibits enthusiasm in their work and reacts positively to change * Able to grasp new concepts quickly and integrate them into their role * Demonstrates a positive, committed, working attitude * Strives to improve own and teams performance * Ability to work with limited supervision * Ability to recognise when an issue should be escalated and when it should not | | | | | |
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| **14. JOB DESCRIPTION AGREEMENT** | | | | | |
| A separate job description will need to be signed off by each postholder to whom the job description applies. | | | | | |
| Postholder Signature: |  | | Date: |  |  |
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| Postholder Print: |  | |  |  |  |
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| Manager Signature: |  | | Date: |  |  |
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| Manager Print: |  | |  | | |
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| Manager Title: |  | |  | | |
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