



Welcome to the Countess of Chester

Senior Buyer
Band 6

Head of Procurement Contracting
Band 8a



Senior Buyer
Band 6



Your opportunity

Job Summary

The senior buyer is responsible for: contributing towards the delivery of the Trusts Procurement Cost Reduction Strategy; through delivery of allocated procurement projects and carrying out tendering processes at EU level.

Obtaining the maximum benefits from Trust expenditure on goods and services, seeking best value, reliability, responsiveness and innovation from the suppliers.

To release additional cost savings, add value and ensure probity through the contracting process and ongoing performance monitoring of contracts and suppliers.

Responsibility:

The senior buyer is responsible for the proactive management of trust procurement projects and initiative delivery. The senior buyer is responsible for assisting the training and development of any junior procurement member of staff.

Accountability:

The senior buyer is accountable to the Procurement Contracts Manager, supporting all aspects of the Trusts Procurement Cost reduction and cash releasing savings strategy.

The list below is to outline the main duties involved however, this is subject to change and will vary within the given role. We ask all employees to be flexible in their role, to always ensure we are delivering Safe, Kind and Effective care.

Business Focus

1. To manage complex and varied projects to support and contribute towards the department's annual work-plan in line with the Trusts Standing Financial Instructions, Standing Orders and relevant legislation.
2. Ensuring all projects are completed in a timely, effective manner.

Customer Focus

1. To engage customers at all levels within both the internal organisation and external client organisations.
 2. To set expectations, key performance indicators and financial targets with customers to the service.
 3. Provide professional advice and support to Trust clinicians and managers and all involved in commercial activity ensuring that there is a full appreciation of the complex stages involved and the legal requirements by which the Trust must abide.
 4. Discuss detailed and complex contractual issues with both NHS staff and prospective suppliers to ensure that contractual terms and obligations are fully understood and that both financial and supply risks are minimised.
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5. Effectively communicate statutory financial / procurement regulations for non-procurement colleagues so that there is a full appreciation and understanding of Trust obligations in this area.

Delivery Focus

1. To be able to lead, plan and deliver projects to an appropriate timescale and ensure the procurement projects are delivered.
2. Undertake the negotiation of contracts where there may be complex choices that require full analysis of options and the need to obtain full customer support of recommendations.
3. Conduct complex procurement exercises that requires a full understanding of customer requirements and interpretation of specifications to ensure that contracts are awarded appropriately.
4. Development of tenders including develop of appropriate invitation and evaluation methods to determine "best value for money" for the trust contracts (in excess of the European Union threshold).
5. Deliver Procurement project process reports, ensuring that applicable Trust policies and Procedures and relevant legislation have been followed.
6. Formulate savings reports, ensuring that Trust savings are reported appropriately.
7. To be able to set deadlines with both internal and external stakeholders.
8. Ensure that the appropriate procurement processes are followed with application of knowledge and experience of Public Contract Regulations 2015.

Leadership/Management and Developing a High Performing Trust Procurement (Policy)

1. Establishes and supports/undertakes development activity to improve professional expertise of junior contracting team members.
2. To contribute to policy and processes in consultation with the Procurement Contracts Manager to enable the department to act as efficiently and effectively as possible.
3. To work proactively to set objectives and support others to achieve objectives, ensuring customer expectations are met.

Freedom to Act

1. To be able to act in an autonomous manner in making financial recommendations ensuring compliance with Standing Financial Instructions and the Scheme of Delegation.
2. To take the initiative to develop new and innovative procurement.
3. To be able to strategise initiatives and produce briefing papers to both the Director of Commercial Procurement Services and all Stakeholder groups to ensure actions are aligned to the corporate objectives of the Trust.
4. All employees of the Trust have a responsibility for their own health and wellbeing, to inform their manager and seek timely support via the Trust's Occupational Health and Wellbeing department.
5. All employees of the Trust have the responsibility to comply with the Trust's Infection Prevention and Control policies and procedures at all times. Strict adherence to effective hand hygiene is essential.



6. All employees have a responsibility to respond to any safeguarding children or adult concerns that they encounter in their everyday duties. Employees must report any concerns as appropriate to their immediate and the relevant safeguarding lead within the Trust.

Person specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Full Member of the Chartered Institute of Purchase and Supply, MCIPS accredited or actively working towards it. (Minimum Level 5 must have been achieved) and / relevant experience. • Evidence of continuing professional development through attendance of relevant courses. 	
Knowledge and experience	<ul style="list-style-type: none"> • Able to demonstrate the latest knowledge of Procurement Legislation. • Significant experience of managing complex projects. • Significant experience of procurement processes including undertaking complex Tender process at EU level. • Significant experience of working with a range of stakeholders at all levels of different organisations. • Significant experience in negotiating with other parties within the public sector and private sector. • Experience co-ordinating the production of all the documentation required for the procurement process in liaison with other parties. • Demonstrable success in managing change projects involving stakeholders. • Understanding of the current issues impacting on the NHS in particular knowledge and understanding of the commercial healthcare landscape. 	<ul style="list-style-type: none"> • Experience being responsible for procurement information systems. • Experience of developing and delivering training and development interventions. • Experience of service redesign within the NHS.



Skills and abilities	<ul style="list-style-type: none">• Data/Budgets: Excellent developed data analysis and interpretation skills involving highly complex data, with outstanding problem-solving skills.• Experience of successfully managing budgets or efficiency programmes.• Customer Service: Able to demonstrate impact and proactive customer relationship building, with the ability to respect, influence and motivate a range of stakeholders to deliver continuous improvement in services whilst achieving professional and personal credibility.• Communication: Highly developed interpersonal skills to communicate highly complex information succinctly and in difficult environments and highly sensitive issues in an organised and appropriate manner both verbally and in writing at all levels: Ability to write clear reports appropriate for different audiences.• Initiative & Problem Solving: Forward thinking with an innovative and creative approach to problem solving; being assertive and influencing in negotiation.• Leadership: Highly effective leadership skills with the ability to effectively lead, manage, and develop junior Procurement Professionals.• Relationship Management: Extensive experience in developing/building effective working relationships with proven ability to manage conflict resolution; engage, lead and develop others.• Teamwork: Extensive experience supporting, coaching and being a team member.• Quality & Professionalism: Confident, strategic thinker. Being forward looking, having a flexible and adaptable approach, maintaining a positive attitude and being solution focussed to deliver timely standards of work under	
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	<p>challenging deadlines, conflicting demands and pressures.</p> <ul style="list-style-type: none"> • Organisation: Excellent level of planning and organisational skills with a strong work ethic and being able to solve complex challenges. Well-developed concentration skills and ability to prioritise/remain focused when workload is heavy and/or unpredictable. • Advanced IT skills and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, e-mail and internet use). • To actively support the development of a business culture that recognises and promotes equality. 	
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Occupational health

	What you need	Conducted by	Essential
Health screening	Paper documentation and health assessment	Occupational health nurse	Yes
Maintenance staff immunity required	Hepatitis A	Occupational health nurse	Yes, vaccination recommended
<p>Please note that the above may vary dependent on job role and risk assessments. Should you need further clarification please contact the Occupational Health Department on 01244 365045</p>			



Our culture

Our vision

We will improve the lives of our community and provide excellence in health and care, through partnership and innovation.

Our values

Our Trust values and behaviours guide the way we do things. Our values are:

- **Safe:** Avoiding harm and reducing risk to all
- **Kind:** Considerate and non-judgemental
- **Effective:** Consistently maximising resources to deliver excellent and reliable care.

Our behaviours

We expect our staff to demonstrate the following behaviours:

