



# Candidate information

Buyer





## Job Description

Post Title: Buyer	Post Reference: JD105	
<p><b>Summary of the Role:</b></p> <p>Buyers are responsible for raising orders and contracts for goods and services for their customers. It is expected that they will support a category of spend (Medical &amp; Surgical, Capital, Estates &amp; IT or Corporate) on behalf of 2gether Support Solutions Ltd to its East Kent Hospitals University NHS Foundation Trust customer, through the procurement role.</p> <p>The post holder will support the Procurement Services Category Management Team (CMT) in the delivery the category work plan and be responsible for all transactional procurement processes by providing quotations, tender and contracting management services and also manage routine operational and administrative tasks provided by the Purchasing Assistant/s.</p> <p>The post holder will manage all areas of operational activity to ensure the delivery of a professional, efficient, responsive, integrated and customer focused procurement service to our customers and will ensure that the team delivers a best practise, value for money service.</p> <p>The post holder should have a good working knowledge of procurement matters generally and will be required to advise on procurement processes and compliance to the organisation and its customers Standing Financial Instructions.</p> <p>The post holder is required to be skilled in a variety of e-Procurement and Tendering systems such as Unit 4 Business World and Bravo.</p> <p>In managing the delivery of multiple contracts spend/projects, the post holder will use their procurement knowledge, tender and quotations management skills, contract management experience, along with negotiation and change management skills to maximise cost savings and improve upon cost containment.</p>		<p><b>Reports to:</b> Senior Category Buyer  <b>Accountable to</b> the Senior Category Manager</p> <p><b>Base / Location:</b>            William Harvey Hospital, Ashford.</p>

<p>The post holder will also work closely with other colleagues within the Procurement Services department helping to ensure best practice, value for money, risk minimisation and crucially support the identification of opportunities securing the organisations financial position..</p> <p>As a team member, the post holder will uphold the 2gether Support Solution Ltd (2gether) values and culture of excellent customer service.</p>	
<p><b>Key Responsibilities</b></p>	<p><b>Working Relationships &amp; Contacts</b></p>
<p>In support of the objectives, and in accordance with the key performance indicators within the NHS Standards of Procurement</p> <ul style="list-style-type: none"> <li>• <b>Governance:</b></li> <li>• To consistently demonstrate best value for money for the taxpayer by the effective sourcing of goods and services</li> <li>• To track and report savings and benefits achieved by procurement activities to facilitate communication for the Senior Category Manager</li> <li>• To work in full accordance with all relevant directives, and organisation policies</li> <li>• To facilitate a competitive market for the organisations requirements by advertising and communicating contract opportunities where possible</li> <li>• To monitor contract compliance across the organisations</li> <li>• To analyse data and identify priority areas for cost savings and process improvements</li> <li>• To evaluate quotes, lower value tenders and product switching opportunities, and be able to identify best value options for the Organisation</li> <li>• Provide commercial data to ensure contracts databases and catalogues are up to date and accessible for staff</li> <li>• To support the identification of the critical suppliers and associated goods and services, within</li> </ul>	<p>Internal</p> <ul style="list-style-type: none"> <li>• Regular contact with clinical, estates and I.T colleagues and customers.</li> <li>• Finance and Accounting</li> <li>• Managers and senior professional staff in all disciplines and departments</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• Contact with suppliers and NHS Supply Chain</li> <li>• Contact with other NHS Procurement Organisations and Procurement Category Towers</li> <li>• Contact with strategic outsourced partners, framework contract providers</li> <li>• Suppliers</li> <li>• General Public</li> </ul>

the Category, assessing the risks in line with 2gether and Trusts risk assessment frameworks

**Processes:**

- To provide contract information to Information Team to support and maintain electronic catalogue, with the objective of increasing the quantity and quality of data captured
- To ensure that all contracts negotiated are stored electronically within the contracts library and accurately recorded in the Contracts Database.
- To liaise with customer budget holders, clinicians and other stake holders to define and specify their business needs and to ensure that these are appropriately authorised
- Delivery of an effective and EU compliant procurement process
- Provide on-going tracking to ensure that suppliers are systematically monitored at regular intervals against key performance indicators within specific contracts
- To assist the Senior Buyer in supporting and facilitating the evaluation and trialing of new/alternative products and services in conjunction with users and in accordance with agreed policies and user/specialty groups.
- Contribute to ensuring that our Corporate Social Responsibility and position as a Social Enterprise Company is considered with regards to all procurement activity, and to work towards reducing the organisations environmental impact in line with our stated aims.

**Partnerships:**

- To support and participate in collaborative procurement projects, (ICS, Category Towers) where this sourcing strategy has been identified as being beneficial

- To represent the organisation in joint working projects as required
- Support the sharing of policies and protocols between 2gether Support Solutions and our customers, and national specialist and purchasing groups as appropriate

**People:**

- Support the organising of regular meetings with key stakeholders to improve communication and co-ordination of procurement activities with management information as required
- Support the Multi Professional Sourcing Groups as required by the allocation of projects
- Assist in delivering the Category Management Strategy and work plan as a team member
- To deal promptly with complaints and concerns from key stakeholders, customers and suppliers on commercially sensitive and complex supply service issues, using careful analysis and judgment and responding positively through the use of empathy, persuasion and negotiation with innovative and effective service solutions where appropriate.
- The post holder is required to uphold and model the company's values and behaviours in everything they do.

**Person Specification:**

**(Assume Essential unless specified with (D))**

<b>Knowledge &amp; Skills:</b>	<b>Experience</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Good communication skills, both written and verbal, with the ability to engage with all employees and customers.</li> <li>• Strong negotiation and project management skills or willing to study towards developing these.</li> <li>• Strong business acumen and the ability to influence</li> <li>• Problem solving skills and use of initiative to resolve complex issues within the category of spend.</li> <li>• Demonstrable experience of using IT including Word, Excel and Power Point</li> <li>• Knowledge of e-procurement systems, preferably within a healthcare environment, (D)</li> <li>• Specialist knowledge of EU Procurement Directives and all statutory regulations related to Procurement and Contracting. (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 3 years contracting/procurement management/materials management experience with a willingness to work towards specialised contract/project/change management knowledge through training and development opportunities.</li> <li>• Sound knowledge in all aspects of supply, contracting and electronic procurement systems.</li> <li>• Demonstrable record of achievements against set targets, with a flexible, committed, innovative and 'can do' approach to managing demanding deadlines and workload.</li> <li>• Experience in [Medical &amp; Surgical/Capital Estates and IT/Corporate Services Category] spend areas. (D)</li> <li>• Experience of leading and working on own initiative as well as within a team, completing tasks using own initiative, or through collaborative working</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A level standard, or equivalent.</li> <li>• Or substantial experience in a similar role</li> <li>• General or technical qualification such as SVQ/NVQ level 3, Level 3 vocational awards, IVQ Technician Diploma, IVQ Advanced Diploma, Level 3 International Awards</li> <li>• General or technical qualification such as Licentiatehip (LCGI), Higher Professional Diploma, SVQ/NVQ level 4, Level 4 vocational awards (D)</li> <li>• Procurement, Supply Chain or Logistics Qualification (Chartered Institute of Purchasing and Supply Level 4 or other) (D). Preparedness to work towards such a qualification (E)</li> <li>• Computer literacy skills or able to demonstrate competencies (E)</li> </ul>

<ul style="list-style-type: none"><li>• Administrative processes</li><li>• Strong time management skills with the ability to prioritise conflicting team work load demonstrating solution driven approach</li><li>• Able to identify issues and escalate if unable to resolve on own initiative</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a challenging and fast paced environment (D)</li></ul>	
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## Job Role: Essential Health and Safety information

Does the post involve ?		Y	N
<b>Confined Spaces?</b>	A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues.		N
<b>Driving?</b>	This means driving a Trust Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work		N
<b>Exposure to Substances Hazardous to Health?</b>	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.		N
<b>Hand Arm Vibration Exposure?</b>	This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Estates and Orthopaedic Surgery.		N
<b>Hand Washing?</b>	This means washing hands 20 plus times per working day.		N
<b>Lone Working?</b>	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).		N
<b>Manual Handling?</b>	This means all job roles where there are specific manual handling / patient handling requirements.		N
<b>Night working?</b>	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		N
<b>Noise exposure?</b>	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.		N
<b>Work at heights?</b>	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.		N