



Candidate information

Senior Category Buyer



Job Description

Post Title: Senior Category Buyer	Post Reference: JD111	
<p>As a Senior Category Buyer, you will be responsible for supporting the development of, and implementing, sourcing strategies that drive cost savings, quality improvements and supplier performance excellence within the Corporate Services category. You will play a pivotal role in ensuring the timely and efficient procurement of goods and services, while fostering strong relationships with suppliers and internal stakeholders.</p>		<p>Reports to: Senior Category Manager Accountable to the Senior Category Manager Accountable for: Day to Day supervision of Category Buyer, Buyer and purchasing assistant.</p>
<p>The post holder will support the Category Management team in the delivery of the work plans, and all transactional procurement requirements, relating to all procurement, tender and contract management within the Corporate Services Category.</p> <p>The post holder will be responsible for providing excellent procurement and contracting services, delivering agreed work plans and managing the routine operation and administration of the procurement service.</p> <p>The post holder will manage all areas of operational activity ensuring the delivery of a professional, efficient, responsive, integrated and customer focused procurement service to the organisation and our customers.</p> <p>The post holder will be required to advise on procurement matters at all levels.</p> <p>The post holder will be required to be skilled in eProcurement purchase order and contract management systems, and have a good knowledge of procurement procedures and processes. In managing the delivery of multiple contracts spend/projects, the post holder will use specialist 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 for the organisation and customers.</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 to secure the organisation financial position and health economy position.</p>		<p>Base / Location: William Harvey Hospital, Ashford,</p> <ul style="list-style-type: none"> · ·

Key Responsibilities	Working Relationships & Contacts
<p>Support the development and delivery of the category work plan Assist the Senior Category Manager in delivering the Category Management Strategy. Lead a range of procurement activities including planning and tender selection strategies. Developing appropriate procurement documents via the tendering system and assisting in setting up the award evaluation system. Support and guide the professional and training developmental needs within the team, including staff appraisals and development. Support the organising of regular meetings with key stakeholders to improve communication and co-ordination of procurement activities with management information as required. Assist in delivering training to stakeholders as required Identify key clinical/non clinical stakeholders in the requirement of goods and services. Support the Multi Professional Sourcing Groups as required by the allocation of projects. To track & report savings and benefits achieved by procurement activities To consistently demonstrate best value for money for the taxpayer by the effective sourcing of goods and services. To work in full accordance with EU directives, national legislation, local regulations, and organisations policies to include its Standing Financial Instructions and Procurement to Payment Polices. . Record procurement activities to demonstrate compliance, and be able to provide these as evidence on request. To facilitate a competitive market for the organisations and our customers' requirements by advertising & communicating contract opportunities where possible. To monitor contract compliance. To minimise any opportunities for fraud, and to report any concerns in line with organisations counter fraud policies. To provide procurement support to non-pay budget holders. To analyse data and identify priority areas for cost savings and process improvements. To evaluate quotes, tenders and product switching opportunities, and be able to identify best value options for the organisation. To support the embedding of efficiency culture.</p>	<p>Internal</p> <p>Clinical/non Clinical Directors/ Heads of Departments Finance and Accounting Legal and Risk & Governance departments Clinical Services Managers Managers and senior professional staff in all disciplines and departments.</p> <p>External</p> <p>Department of Health NHS Procurement organisations NHS supplies and logistics organisations Framework contract providers Directly contracted providers Government Departments Local Government and Councils Management Consultants Strategic outsourced partners Suppliers</p>

To provide contract information to the Data Team to assist in the support & maintain an electronic catalogue of products and pricing information, with the objective of increasing the quantity and quality of data captured on purchases.

To run & analyse reports on usage and spend with the objective of challenging spend and identifying opportunities for savings.

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To support & assist the Materials and Data Teams where necessary to ensure that stock levels are up to date, appropriately set and fully authorised by the budget holder.

To liaise with budget holders, clinicians and other stake holders to define & specify their business needs and to ensure that these are appropriately authorised and funded before commencing any procurement activity.

Support the project management of the procurement process in line with the Category Management Model.

Support on going tracking to ensure that suppliers are systematically monitored at regular intervals against key performance indicators within specific contracts, to ensure continual best value for money is achieved for the duration of the contract.

Contribute to ensuring that sustainability is considered with regards to all procurement activity, and to work towards reducing the organisations environmental impact.

To support and contribute to product standardisation projects.

To assist in managing the catalogue for the category and to restrict lines, thereby facilitating contract compliance.

To ensure that all procurements and contracts are authorised by budget holders with sufficient signing rights.

To support and participate in collaborative procurement projects where this sourcing strategy has been identified as being beneficial for the organisation.

Share information with other category managers and local procurement managers with regard to savings opportunities, benefits tracking etc.

To represent the organisation in joint working projects.

Support the sharing of policies and protocols between the organisation, NHS Trusts, between regions and to and from national specialist and purchasing groups as appropriate.

Handling complaints & complements from suppliers appropriately.

Participate in implementing a Supplier Representative Policy to restrict inappropriate access by suppliers to clinical staff or clinical areas.
Deputise for the Senior Category Manager.

Person Specification:
(Please state Essential (E) or Desirable (D))

Knowledge & Skills:

- Excellent contracting, negotiation and project management skills or willing to study towards developing these. (E)
- Good business acumen and the ability to influence and manage commercial opportunities through negotiation skills.(E)
- Effective communication, presentation and influencing skills. (E)
- Demonstrable experience of using IT including Word, Excel and Power Point (E)
- Knowledge of e-procurement systems, preferably within a healthcare environment, (D)

Experience

- 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. (E)
- Proven track record of achieving cost savings and improving supplier performance
- Sound knowledge in all aspects of supply, contracting and electronic procurement systems. (E)
- Demonstrable record of achievements against set targets, with a flexible, committed, innovative and 'can do' approach to managing demanding deadlines and workload. (D)

Qualifications

- Educated to Degree level or equivalent or experience in a similar role (E)
- Working towards Chartered Institute of Purchasing and Supplies (CIPS) Level or above (D)
- Computer literacy skills or able to demonstrate competencies (E)

<ul style="list-style-type: none"> • Specialist knowledge of EU and UK Procurement Directives and all statutory regulations related to Procurement and Contracting. (D) • Administrative processes (E) • Data Confidentiality (E) • Good time management skills with the ability to prioritise conflicting workloads (D) • Able to identify issues and escalate anything unusual if unable to resolve on own initiative (E) • Good customer relationships skills with good written and verbal communication (E) 	<ul style="list-style-type: none"> • Experience in Corporate Services Category. (D) • Experience of leading a team as well as completing tasks using own initiative, or through collaborative working (D) • Experience of working in a challenging and fast paced environment (D) • Ability to problem solve and multi task (D) • Confident in communication both written and oral, able to engage with individuals across the full spectrum of employees within the organisation, suppliers, other procurement organisations and the wider public.(E) 	
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Job Role: Essential Health and Safety information

Does the post involve ?		Y	N
Confined Spaces?	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
Driving?	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
Exposure to Substances Hazardous to Health?	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.		N
Hand Arm Vibration Exposure?	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
Hand Washing?	This means washing hands 20 plus times per working day.		N
Lone Working?	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
Manual Handling?	This means all job roles where there are specific manual handling / patient handling requirements.		N
Night working?	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		N
Noise exposure?	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
Work at heights?	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