

Job Description

Role: Strategic-sourcing lead	Region / Department: Corporate Services - Procurement
Reports to: Head of Procurement	Pay Grade: Grade 5 Lower (£40,707 to £44,847)
Location: Hybrid model - WFH by agreement and relevant Trust site.	Type of Contract: (e.g. Permanent / Fixed Term, Full time / Part-time): Permanent x 1 and Fixed Term (2 years) x 2

JOB PURPOSE

To ensure the provision of an efficient, cost-effective and professional Procurement service across the Trust. Supporting the implementation of the Procurement Strategy across the Trust, together with the re-development of Procurement policies, processes and procedures.

This role will support Trust-wide procurement activity delivering a range of business improvements including delivering savings on Trust-wide contracts, expanding contract coverage over a greater proportion of third party spend, supplier rationalisation, enhanced supplier relationship management and reductions in Scope 3 carbon emissions to produce measurable results across a range of indicators.

Reporting to the Head of Procurement, the postholders are required to support them in delivering the Trust's Procurement Strategy that is aligned to the Trust's overall corporate strategy and objectives and be able to represent Procurement to internal stakeholders and suppliers as required.

CONTEXT

The Trust has a relatively immature Procurement function with little of the governance, systems, processes, skills and capacity that would be typical in other comparably sized organisations. While this provides significant opportunities for improvement, it also means there is a lot of work to do to implement best practice in Procurement across the organisation.

While some national contracts exist, there are large areas of spend not under contract, and there is local fragmentation of spend that could be aggregated to achieve savings. There is a lack of control of the supply base hampering efforts to secure best value and embed sustainability.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Implement strategic procurement across the Trust including developing category management plans, undertaking strategic sourcing, working collaboratively on tender processes and subsequent

contract management of key suppliers to ensure that Trust achieves best value, compliance with relevant legislation and minimising risk.

- Responsible for providing Procurement support to internal stakeholders, including providing advice and guidance on sustainable procurement, procurement policy and processes as required, fostering a keener sense of best value to ensure that contracts are awarded in the Trust's best interests overall.
- Develop strong collaborative working relationships with key stakeholders to facilitate information gathering on upcoming projects to enable early engagement and better workload planning, together with the identification of savings opportunities and other opportunities for efficiency and business improvement.
- Develop strong collaborative working relationships with key suppliers to ensure business critical contracts are delivered as expected, with ongoing improvements in value and sustainability over the period of the contract.
- Support the Head of Procurement with various Trust-wide projects and activity, including implementation of the Sustainable Procurement Policy and procurement procedures, supplier rationalisation, achieving savings targets and ultimately reducing the Trust's Scope 3 carbon emissions.
- Undertake a portfolio of tenders over £50k and ongoing contract management of strategic suppliers as agreed with the Head of Procurement and aligned with the Trust's ethical and sustainability policies.
- Support the implementation of sustainable procurement initiatives across the Trust to reduce the Trust's Scope 3 carbon emissions.
- Identify, lead and deliver process improvement initiatives working with colleagues in other teams as required introducing better controls, improved reporting and process automation where possible. Able to lead activity and work pro-actively with a range of stakeholders using their initiative, problem-solving and procurement skills.
- Create and develop a continuous improvement culture looking for opportunities to reduce the supply base and consolidate spend to achieve savings, build closer relationships with key suppliers and secure improved services for stakeholders, as well as opportunities for increased automation in the purchase to pay process, use of catalogues etc. Together with developing and implementing streamlined and user-friendly processes, procedures, and reports to support activities within their internal customer teams, provide coaching for staff to embed these processes and embed reviews to ensure that these continue to be fit for purpose.
- Accurate recording of savings and other KPI data to support reporting to ExCo.
- Any other duties commensurate with the role.

Key Performance Indicators

- Savings targets achieved.

- Tenders and other work delivered to agreed timelines.
 - Higher level of compliance with procurement processes identified through internal audit process.
 - Reductions in carbon emissions evidenced.
 - Reduction in supply base numbers, including churn, evidenced.
-

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential:

- Degree in relevant subject (e.g. Business, Law etc.), MCIPS or demonstrable directly relevant experience.

Experience

Essential:

- Demonstrable relevant experience in procurement in activities including but not limited to: tendering and contracting, stakeholder engagement, sustainable procurement initiatives, data analysis, procurement systems, and contract management.
- Experience in supporting non-procurement managers and staff complying with procurement processes.
- Experience of identifying savings opportunities or process changes required and influencing stakeholders to participate in these.
- Demonstrable track record of collaborative working.

Desirable:

- Power BI experience.
- MS Dynamics experience.
- Clean driving license.
- Charity / third sector experience.

Skills & Knowledge

Essential

- Sound verbal and written communication skills with ability to deal with a wide range of internal and external stakeholders.

- Be tactful, diplomatic with excellent negotiating skills with the ability to train others through effective coaching skills.
 - Must have good analytical and numerical skills.
 - Ability to work under pressure, juggling conflicting priorities, managing change, and delivering to tight deadlines without compromising accuracy or work or provision of customer service.
 - Must be self-motivated with a proactive approach to work, ability to take initiative & identify opportunities, to accept challenges and responsibility, and initiate and implement change within agreed framework.
 - Able to collaborate effectively with members of the team and build cross-organisation relationships.
 - Must be a team player, with a willingness to seek advice and guidance with a consultative approach to problem solving.
 - IT skills – competent user of Microsoft packages including Excel; to ability to assimilate and adapt quickly to new packages and other information technologies and systems.
-

DIMENSIONS AND SCOPE OF JOB

Financial Management

- Not a budget holder

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

ORGANISATION STRUCTURE

