



## TETBURY HOSPITAL TRUST LTD

### JOB DESCRIPTION

<b>Title:</b>	<b>Procurement Officer</b>
<b>Grade :</b>	<b>S</b>
<b>Responsible to:</b>	<b>Management Accountant</b>
<b>Accountable to:</b>	<b>Chief Executive Officer</b>
<b>Liaises with:</b>	<b>All Departments</b>

#### **Job summary**

The primary role of the Procurement Officer is to support all departments within the Trust, providing procurement advice, guidance and support on a range of requirements for goods, works and services in line with the Trust processes and Financial Policies

This primary objective of this post is to:

Advise stakeholders on purchase order processes and implement compliant procurement activity. Lead associated procurement projects as required.

Develop a robust purchase ordering system and establish departmental stock levels.

#### **Principle Duties:**

To process orders and obtain quotations to support departmental and Trust requirements, in a timely manner.

To work in partnership with hospital departments to establish user requirements, stock levels and investigate procurement needs. Benchmark and recommend appropriate compliant procurement solutions, highlighting savings opportunities.

To support in managing & maintaining Trust systems and processes appropriately and in partnership with the departments, and as allocated by the Management Accountant.

For example: New supplier approval processes and NHS supply chain. To ensure all suppliers of medical products are on the NHS master Indemnity agreement, and if not escalated to the Medical Director via the Management Accountant.

To support the hospital departments in compiling Trust quotations and specifications.

To support, assist and empower hospital departments to incorporate pre-procurement planning and demonstrate good procurement practice e.g., awareness of lead times and processes.

To ensure that all purchasing procedures are carried out within authorised budget allocations and that they comply with the Trust's standard operating procedures (SOPs), policies and audit requirements.

To ensure procurement practice, timelines and project plans are carried out in line with procurement law and to be accountable for procurement progress updates to the relevant departments.

To participate in the decision-making process by offering purchasing advice and identifying potential savings and operational opportunities to the relevant department.

To analyse and present outcome findings to the Trust in report format, by means of presentation when required.

Support the departments in ad-hoc stock takes and the formal annual stock take.

### **Communication and relationship skills**

To offer support and advice to determine the most appropriate compliant and best value procurement route to market for the Trust and the end user.

To motivate discussion and influence decisions by developing related initiatives as agreed by the manager.

To promote a "can do approach" and advise and guide users in respect of their decision making and compliance with the Trust's SOPs and policies.

To provide solutions to problems by negotiating, investigating and analysing options in order to support value for money choices.

To provide procurement advice for internal and external enquiries, communicating with a range of stakeholders, signposting and recommending options as required.

### **Analytical and Judgemental Skills**

- ❖ Assimilate and compare a range of options or situations. Analyse financial and purchasing data from quotes, assess customer requirements and use to determine the appropriate course of action, for purchases.

To respond to urgent requests as necessary in respect of unplanned goods and services and support to expedite safe goods receipt with the relevant department, to meet timescales.

To provide advice and solutions to service users with regard to ordering of goods, works and services in accordance with user requirements, whilst ensuring accuracy of data and costs by scrutinising requests.

To work independently for most of the time, referring to the departmental and line manager when necessary.

### **Knowledge, Training and Experience**

Expertise within specialism underpinned by practical experience.

Knowledge of professional purchasing principles.

### **Planning and Organisational Skills**

To support on allocated procurement projects from pre planning through to closure, and to support on project implementation as required.

To provide information & reports in a clear concise format i.e., Word and EXCEL.

To take an active part in developing a Procurement Plan.

To support service users to develop quotations, in line with the Trusts SOPs and policies, to record quotations for audit purposes and advise on operational timing issues.

To identify and recognise changing & conflicting priorities, providing a positive timely response.

### **Physical Skills**

To demonstrate standard keyboard capability of basic data inputting

### **Responsibility for Information**

To help to maintain systems to a competent & effective level, i.e. data entry and data storage in electronic files. Occasional requirements to develop or create reports from data.

Occasional internet search for products/services in order to obtain options for users.

To participate in audits, stock takes and surveys as required.

### **Mental Effort**

Frequent concentration, within a generally predictable work pattern

To display a particular level of concentration at times to check requisitions, calculate costs, enter data on to a purchase order system and check order details

Particular focus required during times of tender and contract documentation and cost calculations.

### **Support Trust Values**

To promote the Procurement function and vision positively throughout the Trust.

To support service areas and identify opportunities for procurement modernisation relating to their service area, and then assist with that change process.

To demonstrate empathy with departmental problems and work to resolve issues.

### **Confidentiality**

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

### **Health & Safety**

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

### **Quality Assurance**

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

### **Equal Opportunities**

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

### **Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse effect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

### **General Notes**

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will

inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the post holder.

### **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

### **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

### **NHS Constitution**

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

### **Criminal Records**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

## PERSON SPECIFICATION

*This document describes the qualities required for a post-holder that are not captured by the JD.*

SPECIFICATION	DESCRIPTION	
	Essential	Desirable
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	<ul style="list-style-type: none"> <li>• Minimum GCSE Grade C in English and Maths.</li> </ul>	Training for a professional qualification would be an advantage
<b>Experience/Skills</b> <i>(Type and level of experience required to fulfil duties)</i>	<ul style="list-style-type: none"> <li>• Thorough knowledge of MS Office</li> <li>• Professional use of email, minute taking and report writing</li> <li>• Ability to process requisitions and orders.</li> <li>• Problem-solve issues and provide solutions</li> <li>• Have an understanding of purchasing principles and best practice</li> <li>• Ability to enforce compliance with the Trust's policies and procedures.</li> <li>• Experience of working in a purchasing &amp; procurement department</li> <li>• Experience of processing orders (stock &amp; nonstock side)</li> </ul>	
<b>Communication Skills</b> <i>(Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Must have strong problem-solving skills</li> <li>• Must be proactive in anticipating and resolving potential issues</li> <li>• Focussed on achieving outcomes.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent frontline communication &amp; customer service skills:</li> <li>• Ability to liaise with suppliers to discuss prices, quotes, and any performance issues</li> <li>• Assist and advise users to help them use compliant procurement arrangements</li> <li>• Ability to understand and interpret front line complex situations relating to ordering processes, procurement and possible solutions</li> <li>• Ability to multitask and to manage priorities as determined by the senior members of the departments.</li> </ul>	
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Flexibility in working shift patterns</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• High professional standards</li> <li>• Understanding importance of patient confidentiality and key principles of the Data Protection Act.</li> </ul>	

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

	Name	Signature	Date
Post Holder			

	Name	Signature	Date
Line Manager			