



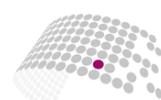
Manchester University
NHS Foundation Trust



Purchasing Manager

Candidate Information Pack

Prepared by Castlefield Recruitment



CASTLEFIELD RECRUITMENT

Background

At Manchester University NHS Foundation Trust, we are part of the most important integrated health and social care transformation ever attempted in the UK, which has brought our 10 hospitals together with North Manchester General Hospital having become the latest addition to the Trust on 1st April 2021, to deliver a Single Hospital Service that is both sustainable and high functioning.

With a large population to care for, it is of vital importance that we create a cost effective and efficient service that can accommodate the needs of this generation and the next, and as such, we are challenging ourselves to find better ways of working. A crucial element of Manchester University NHS Foundation Trust's mission stems from our procurement processes – and it is here that we need your input.

Gareth White's Story

"I joined the Trust in 2009 as a Materials Management Assistant providing stock replenishment/management services on the Oxford Road Campus across a variety of departments and specialities. It was during this time that I experienced first-hand the passion NHS employees have for the services we provide and ultimately the patients they support. It was this ethos that encouraged me to pursue a career in the NHS and focus my efforts on supporting our clinicians in delivering world-class healthcare. I was fortunate that I was supported by my line managers in exploring a career in procurement. Whether this was through further education and ultimately achieving my MCIPS qualification, or gaining practical experience in delivering procurement projects, MFT were and remain committed to developing in-house expertise.

Throughout my time with the Trust, which is now almost 14 years, I have had the privilege of working in a variety of roles including positions focusing on supply chains, inventory management and procurement. This rounded experience has ultimately enabled me to progress to my current role as Head of Purchasing overseeing Clinical and Corporate procurement. My journey would not have been possible without the encouragement and development opportunities provided by the Trust and namely the leadership within the Procurement Department."

Gareth White MCIPS – Head of Purchasing – Clinical and Corporate

Role Narrative

We have three Purchasing Manager vacancies across our Purchasing Team supporting our Corporate, Clinical & Scientific Services, and Capital Teams. All roles will have line management responsibility and you will work collaboratively with the wider Procurement Function and colleagues across the largest NHS Trust in the country. The department is committed to continual professional development and currently has Level 2 accreditation and will be looking to start the new accreditation process shortly. All staff are supported to gain their MCIPS qualification and encouraged to develop their wider professional interests while supporting the goals of the department.

The role within the Capital Team will support delivery of Capital Programmes both in buying replacement equipment as part of the planned equipment replacement programme and supporting the development of new and refurbished clinical and non-clinical areas. The role also has responsibility for enabling leases and maintenance contracts in a timely and cost-effective manner.

Within Clinical & Scientific Services the successful candidate will work with their team to provide procurement support across a range of clinical specialties including Adult Critical Care, Anaesthesia, Imaging, Laboratories and Allied Health Professional services. These specialties encompass a wide array of clinical specialties, which reside under a unified Managed Clinical Services across all MFT sites. The role will support cross-functional teamwork to identify and deliver best value opportunities for improved patient care. Projects can range from standardisation or consolidation of spend, reducing variation or supporting key priorities such as waiting time reductions.

The role within the Corporate Team will focus on working with internal and external stakeholders to deliver a challenging workplan in support of Estate (Hard & Soft FM), Finance and Workforce improvements. The role focusses on providing guidance and support through procurement processes with a current pipeline of planned projects in the region of £60m for 2023/24.

For all three roles you will:

- Ensure compliance with Public Procurement Regulations
- Lead Procurement projects both at Trust and GM ICS level
- Engage stakeholders both internal and external
- Provide professional procurement advice
- Identify and deliver cost reduction savings
- Work with external Procurement Partners
- Manage staff with regular one to ones and bi-annual appraisals

Job Description

Job Title	Purchasing Manager
Grade	AFC Band 7
Department	Procurement and E-Commerce
Location	Trafford General Hospital
Reporting to	Head of Purchasing
Accountable to	Group Procurement Director

Job Purpose

- To work as a key member of the Purchasing Team supporting the Deputy Head and Head of Purchasing with the delivery of a designated divisional/category purchasing portfolio in our clinical or non-clinical teams
- Co-ordinate procurement leads and act as a Procurement lead for designated divisions / workstreams as and when required
- To lead on self-identified and allocated projects under the direction of the Senior Team delivering against agreed timescales and outcomes for Trust divisions and directorates. This will include sourcing and procuring goods, equipment, materials, and services which meet customer requirements by demonstrating value for money and promoting an integrated approach to procurement
- To identify and deliver savings and cost reduction opportunities to client satisfaction
- To ensure compliance with UK legislation/law, Public Procurement Regulations, Trust Standing Financial Instructions (SFI's) and NHS procurement guidance
- Contribute to the success of the Trust Purchasing team and the wider Procurement and E-commerce department
- This role has a degree of autonomy to manage own workload on a day to day basis. The post holder will be responsible for acting substantially on own initiative within broad direction set by the Senior Purchasing Team. The post is accountable to the Head of Purchasing
- Deputise as appropriate and when required for the Senior Team
- Co-ordinate and supervise the Senior Buyers, Buyers and Assistant Buyers

Key Duties and Responsibilities

- The post holder must be able work as part of a team with the ability to motivate staff within the team (including coaching, mentoring, and delegating) and to give clear instructions particularly on complex issues
- The post holder is required to lead and manage a portfolio of projects and contracting activity to ensure that the annual work plan is achieved
- Support Senior Purchasing Team and under their direction lead a range of procurement projects including planning and selection strategies, tendering and commercial dialogue. This involves close engagement with clinical and non-clinical staff in order to achieve project support and sign-off of recommendations
- Working under the direction of the senior team formulate and deliver Divisional Workplans/ Savings plans, across all areas of non-pay expenditure for goods/services including capital and revenue finance streams
- Co-ordinate and monitor the activity being undertaken by the team to ensure successful completion of the agreed work plan and ad hoc purchasing activity whilst maintaining the day to day routine purchasing work
- Analysis of all non-pay expenditure to identify opportunities for cash releasing savings, cost avoidances and value for money, ensuring whole life costing is considered in accordance with the agreed work plan and short notice projects Consider standardisation, rationalisation and variety reduction of products and services across the Trust and make recommendations to the Trust accordingly
- Understand and take responsibility for commercial aspects for allocated projects/divisions. Establish budgetary understanding at the commencement of a project and support budget holders in managing their budgets with regular procurement updates within agreed timescales
- To identify the cost implications of all procurement projects. To assess and communicate the financial implications of contract awards to Trust budget holders including reporting formally on the implications of supplier and product changes.
- To advise and agree on the optimum procurement option for projects
- To liaise with stakeholders and other project representatives to determine precise requirements in terms of specification and other user-based requirements.
- Working with Senior Purchasing Team, providing expert advice on the appropriateness of procurement strategies including advice on alternatives, influence user choice to standardise products/reduce costs
- Determine most advantageous purchasing routes for the Trust to follow. To provide professional advice to users in respect of the procurement process, including Public Procurement Regulations, UK regulations, Trust Standing Financial Instructions, the specification, and evaluation of equipment
- To be the lead procurement expert for allocated divisions/projects for a variety of procurement activities of varying complexity and value, ensuring appropriate project management processes are in place, status reports are compiled, and Public Procurement Regulations/Statutory procurement requirements are met
- Develop robust project plans, monitoring and tracking throughout the project lifecycle. Ensure that any procurement activity is undertaken in a timely manner to ensure continuity of supply essential to patient care. To identify project lead times including risks and mitigation strategies

- Responsible for ensuring value for money, development of auditable evaluation methodologies and achieving clinical sign off in respect of all procurement decisions
- Evaluation of financial and purchasing data. This will include the evaluation and adjudication of tenders, the selection of appropriate purchasing routes based on the limitation of risk to the Trust and producing reports to board level to support the evaluation process
- To produce a contract award report for each project
- Maintain effective project records at all stage's conscious of Trust guidance, regulatory and professional requirements
- Control and maintain various registers, databases, and records, filing and retrieval of all documentation relating to, projects, internal customers, suppliers, and products
- To achieve sign off / approval of prospective benefits enabling Trust stakeholders to contribute to savings and efficiencies
- Responsible for the monitoring and reporting of outcomes including savings against forecast
- Proactively monitor supplier performance on delivery of goods/services. Support the Senior Procurement team in liaison with internal and external stakeholders on contracting issues, discuss and resolve supply problems and difficulties, promptly answer queries/resolve complaints
- Provide any further information on proposed or selected products and services in writing, when requested to do so
- To lead on commercial negotiations with suppliers in accordance with the project timetable
- Work to solve problems and differences. Provide and receive complex, sensitive or contentious information where persuasive, motivational, negotiating or reassurance skills are required. Ability to remain calm and empathise with colleagues, customers, and external suppliers

Standard Responsibilities

- Contribute to the professional development of the Trust Purchasing team. Promote closer working relationships between procurement, P2P and supply chain colleagues
- Provide on-going advice and support to the Procurement team members and Trust P2P team members. To contribute positively to the effectiveness and efficiency of the teams in which they work
- Develop and train other procurement colleagues in tendering and contracting activity
- Undertake a range of designated managerial responsibilities associated with day to day management and development of the Team, such as setting objectives, monitoring progress and achievements during appraisals
- Support the senior team in the management of the total resources, including development of existing staff and future work force planning (RACI & skill mix reviews), recruitment, selection, induction and training of new resources

- Effectively communicate and liaise with Trust personnel, develop close working relationships with Divisions/Directorates to raise the profile of procurement and highlight its value promoting the benefits of involving procurement staff in Trust activity
- Ensure a courteous and quality service is delivered for all clients. Work with sensitivity and an understanding of the issues facing front line staff
- The post requires knowledge and use of a range of computer systems, as there will be a need to use computers for the majority of the working day
- Enhance own performance through continuously developing own knowledge, skills and behaviours to meet the current and future requirements of the job and respond to the learning needs of the Trust
- Regularly review own practices and makes changes in accordance with current and/or best practice, makes suggestions for improved practice and identifies where other activities affect own practice
- Ensure awareness of local, Trust and National strategies especially in relation to professional issues as appropriate and act at all times in accordance with appropriate professional guidelines, Trust, National Directives
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales
- To undertake any other duties at the request of the line manager, which are commensurate with the role, including project work
- The post holder will be required to adapt to and undertake different or new duties in line with professional and service developments
- To act in ways that support equality and diversity and the rights of individuals, ensuring own practice is in accordance with Trust policies. Identify and take action when own or others' action undermines equality and diversity
- Actively assist in the development of procurement procedures and policy
- Although the role is office based there will be a regular need to visit other Trust locations and to represent the Trust at external meetings including visits to supplier premises and therefore travel is required
- There may be a need for out of hours working to support the Trust in the event of Major Incident or department call outs as part of the Business Continuity Plan (BCP)
- To provide resilience and management of risks in the Trust's procurement and supply chain as per the department/Trust Business Continuity Plan (BCP) the post holder will be trained to provide cover for the all procurement and supply colleagues as directed by the Trust Senior Procurement Management team
- To abide by the NHS values and the NHS Constitution

Key Relationships

- All Purchasing teams
- Finance Directorate
- Divisional/Directorate managers and staff
- Procurement partners, NHSSC, SBS, Category Tower Providers etc.
- Public Sector Procurement bodies, other NHS
- Suppliers and Contractors

Infection Control:

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

Health and Safety:

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Safeguarding:

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

Security:

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality:

The post holder is required to maintain confidentiality at all times in all aspects of their work.

Team Building:

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

No Smoking Policy:

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

The Trust is an Equal Opportunities Employer

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.



Person Specification

Skill	Essential	Desirable
<p>Qualifications</p>	<ul style="list-style-type: none"> • Educated to a high standard – A-Level or equivalent. Including Mathematics and English • Member of the Chartered Institute of Procurement and Supply (CIPS) or currently in the process of achieving full membership (MCIPS) • Relevant training and personal development history, or equivalent knowledge and experience in procurement 	<ul style="list-style-type: none"> • Degree level qualification. • Full Membership of the CIPS. • Project Management qualification. • Contract Management qualification.
<p>Knowledge</p>	<ul style="list-style-type: none"> • Relevant purchasing experience within a private or public sector organisation. • Detailed and up-to-date knowledge of UK procurement directives and legislation. • Up-to-date knowledge of contract law, contracting and purchasing legislation and the implementation of requirements and actions in accordance with all the legislative frameworks governing procurement activity. • Sound commercial knowledge. 	<ul style="list-style-type: none"> • Experience in completing PCR level tenders from initiation through to award preferably using an E-tendering platform. • Public Sector procurement knowledge/experience. • Involvement in NHS Trust corporate and/or clinical Procurement. • Ability to understand NHS issues and operational activities. • Awareness of National and Regional Framework contracts. • Knowledge of NHS financial/operational procedures and budget management.

<p>Training and Experience</p>	<ul style="list-style-type: none"> • Experience in leading and planning strategic procurement projects, including the ability to produce Tenders and Quotations in accordance with Trust Standing Financial Instructions. • Project Management Experience • Contract management experience • Financial adjudication of complex high value contracts • Evaluation and management of clinical and non-clinical goods, equipment, materials, and services selection processes • Experience of formulating a cost improvement programme, creating value, reducing waste via savings/cost avoidances • Experience of managing resources, people management (supervising, training, developing and supporting) including cross functional teams • Experience of attending and leading meetings • Willingness to undertake any training as required by the Trust 	<ul style="list-style-type: none"> • Experience and evidence of supporting measurable savings/cost avoidances and waste reduction programmes. • Team leadership experience
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Strong leadership skills • Strong Interpersonal and presentation skills • Ability to influence senior members of staff, and gain credibility, in a clinical and management environment 	<ul style="list-style-type: none"> • Advanced knowledge of Microsoft/Excel • Knowledge and experience of e-procurement systems such as Integra II. • Experience of Proactis / Due North e-tendering platforms or equivalents

	<ul style="list-style-type: none"> • Customer orientated with significant experience of positive engagement with stakeholders (clinical and nonclinical) • Ability to analyse complex information, interpret and/or present in a clear, comprehensive format. Effective data processing skills • Excellent verbal and written communication skills (inc. report writing) • Excellent presentation skills with ability to disseminate essential and complex information to multidisciplinary groups • Negotiation skills, influential and assertive with tact and diplomacy • Effective Organisation and Prioritisation skills which include being: <ul style="list-style-type: none"> ◦ Methodical ◦ Numerate ◦ Problem solving skills ◦ Motivation ◦ Written communication ◦ Presentation skills ◦ Delegation, ensuring most efficient use of resources • Knowledge and proficiency of I.T. packages particularly in the use of word processing, spreadsheets, databases, and Internet based systems 	<ul style="list-style-type: none"> • Experience of preparing and delivering presentations using PowerPoint
<p>Attributes</p>	<ul style="list-style-type: none"> • Able to work independently with little Supervision • Ability to use own initiative and work under pressure to strict deadlines • Flexible and highly motivated. Able to motivate self and others 	

Other		<ul style="list-style-type: none"> • Evidence of continuous personal/ professional development (PDP)
-------	--	---

MFT Values and Behaviours Framework 'Together Care Matters'

This below table outlines the types of behaviours you'd be expected to exhibit if you were living our Values and Behaviours effectively within your role.

Value	Behaviours we want - Examples of this Value in Practise
Working Together	<ul style="list-style-type: none"> • I listen and value others views and opinions • We work together to overcome difficulties • I effectively communicate and share information with the team • I do everything I can to offer my colleagues the support they need
Dignity and Care	<ul style="list-style-type: none"> • I treat others the way they would like to be treated – putting myself in their shoes • I show empathy by understanding the emotions, feeling and views of others • I demonstrate a genuine interest in my patients and the care they receive • I am polite, helpful, caring and kind
Everyone Matters	<ul style="list-style-type: none"> • I listen and respect the views and opinions of others • I recognise that different people need different support and I accommodate their needs • I treat everyone fairly • I encourage everyone to share ideas and suggestions for improvements
Open and Honest	<ul style="list-style-type: none"> • I admit when I have made a mistake, and learn from these • I feel I can speak out if standards are not being maintained or patient safety is compromised • I deal with people in a professional and honest manner • I share with colleagues and patients how decisions were made

Benefits Package

Family, Parental and Carer Support

From the start to the end

- Advice and support on all family leave
- Flexible working
- Flexible retirement
- Support and signposting for carers

Travel

Take the stress out of travel

- Salary sacrifice on car lease scheme
- Metrolink discount
- Salary sacrifice bike scheme
- Bus travel discount
- Interest-free travel loans

Learning and Development

Support you through your career

- Corporate and local induction
- Learning Hub
- Lead Programme
- Continuing professional development

Benefits Package

Health and Well Being

We care about our staff's health and wealth

- Fast-track physiotherapy
- Free podiatry
- Discount on glasses
- Discounted gym memberships
- Employee assistance programme offering support on all health topics
- Credit union
- BSJ financial advisor
- Health care and cash plans

Many More Discounts Available

Including entertainment, days out, eating and many more

For further information, visit the Rewards and Benefits intranet site or email:

rewards.benefits@mft.nhs.uk

Our Vision

Our vision is to improve the health and quality of life and our diverse population by building an organisation that:

- Excels in quality, safety, patient experience, research, innovation and training
- Attracts, develops and retains great people
- Is recognised internationally as a leading healthcare provider

Our Values

- Together care matters
- Everyone matters
- Working together
- Dignity and care
- Open and honest



Manchester University
NHS Foundation Trust

Contact Details

Dominic Parkinson

Manager

Tel: 0161 413 0568

Mobile: 07833 456 470

Email: dominic.parkinson@castlefieldrecruitment.com

Castlefield Recruitment Limited

York House

York Street

Manchester

M2 3BB

Tel: 0161 638 8747

www.castlefieldrecruitment.com