



Manchester University
NHS Foundation Trust



Deputy Head of Purchasing

Candidate Information Pack

Prepared by 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.

Simon Donovan's Story

"I started working for the Trust back in 2006 when by chance I was offered the opportunity to join the Procurement Department which was providing services to both Central and South Manchester. It was in this role I met some of the senior leaders who shaped and supported my career development then and continue to do so today. After 12 months, I secured a role in Capital Procurement buying equipment for the New Hospitals Development on Oxford Road. I was supported during this time to begin studying my MCIPS qualification and I also began to progress through the ranks.

As this project completed, I was supported to move into the Purchasing Team where I continued to study MCIPS and also explore other opportunities to develop. This included further studying but also informal support through mentoring and opportunities to shadow senior colleagues in Trusts across the country. This was also when another opportunity arose and I was given the chance to undertake secondments, firstly at another large Trust and then in a regional role. This allowed me to develop skills and learn from others which I then bought back to my roles at MFT. Over the years, I have been supported to develop my career and interests which have allowed me to progress to my role as Commercial Procurement Director."

Simon Donovan MCIPS – Commercial Procurement Director – MFT

Role Narrative



A vacancy currently exists for a Deputy Head of Purchasing in the Clinical Purchasing team who will provide a valuable level of support to stakeholders across designated business units as well as across the wider team, Trust and GM ICS. The successful individual must be able to manage individual projects as well as support wider organisation challenges and priorities. There are times when conflicting priorities may present themselves, so prioritisation and time management of workload is a key skill. Projects can range from standardisation or consolidation of spend, reducing variation or supporting key priorities such as waiting time reductions. The following are key components of the role:

- Compliance with Public Procurement Regulations
- Leading Procurement Projects both at Trust and GM ICS level
- Stakeholder Engagement both internal and external
- Providing professional procurement advice
- Identification and delivery of cost reduction savings
- Working with external Procurement Partners
- Management of staff is also a key component of the role which includes regular one to ones and bi-annual appraisals
 - This role has line management of 2 staff and management responsibility for an overall team of 8 strategic Purchasing staff

This is a challenging and rewarding position which supports MFT in delivering healthcare services which meet the needs of the Manchester region.

Job Description

Job Title **Deputy Head of Purchasing-Hospital/MCS/Category**

Grade **Band 8A**

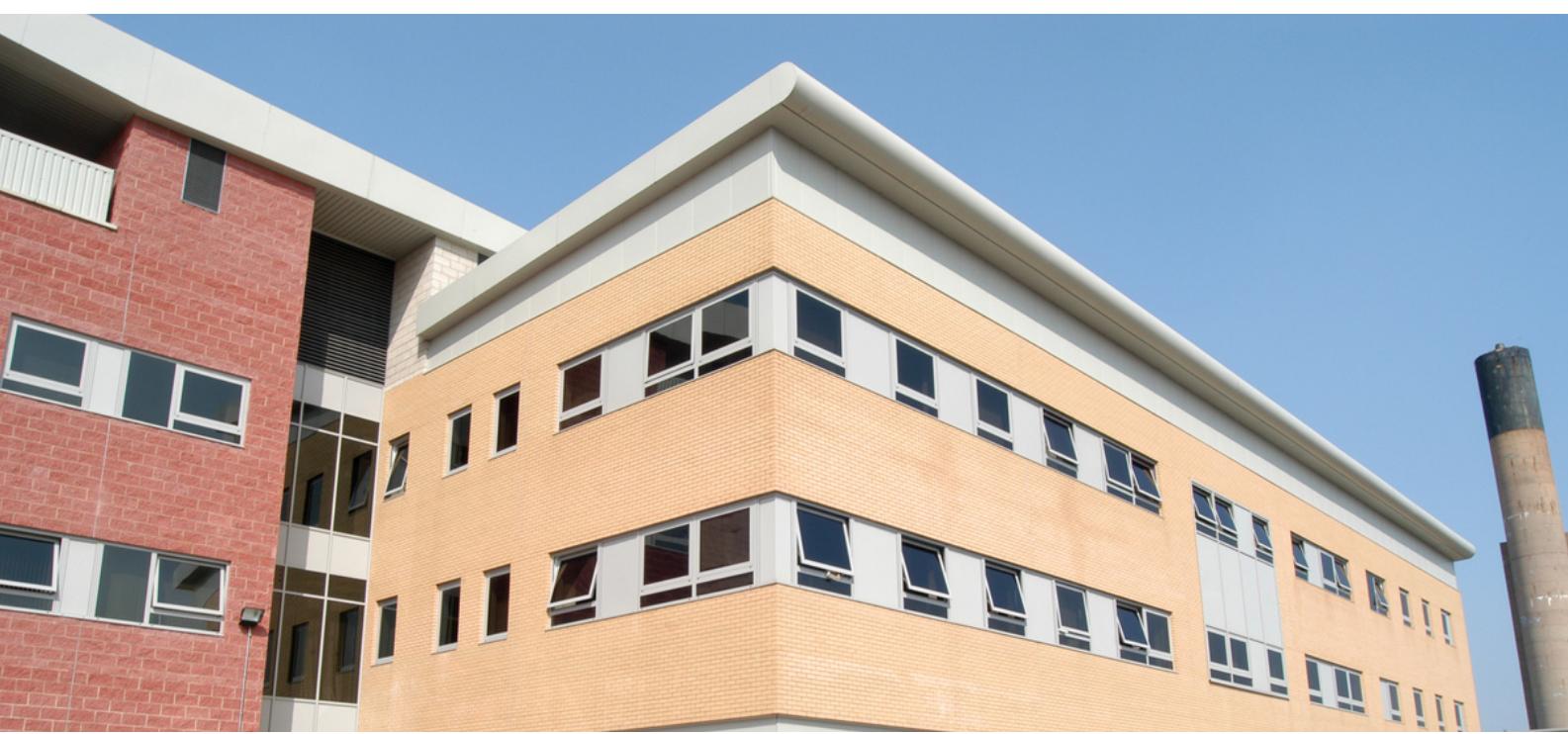
Department **Group Procurement Service**

Reporting to **Head of Purchasing- Hospital/MCS/Category**

Accountable to **Group Procurement Director**

Summary Objectives

- The Deputy Head of Purchasing is a specialist position, with the post holder being responsible for Purchasing activities across Manchester University Hospitals NHS Trust
- The post-holder who must be fully CIPS qualified, will line manage a team of Purchasing staff to deliver demanding savings targets, whilst working to satisfy customer requirements and producing high quality work on time. As we continue to grow our business we are looking to recruit an individual with excellent NHS clinical category knowledge and with the drive and vision to deliver those demanding savings targets
- The post-holder will be tasked with challenging user preferences and maximising adoption to corporate arrangements and frameworks
- Lead on the delivery of effective working relationships with clinicians and stakeholders, improving customer satisfaction with engagement to ensure the needs of different groups of customers are identified and met



Key Responsibilities

- The post-holder will need to develop robust procurement processes and relationships, underlining our commitment to quality and continuous improvement. They will develop and manage procurement projects in their own right and work as a member of a project team on larger scale strategic initiatives
- Responsible for input into the operational management of a divisional procurement function, ensuring that a cost-effective purchasing work programme is developed and maintained to help achieve the Trust's financial savings targets
- The postholder will be responsible for planning and providing strategic direction to major procurement projects in conjunction with the Head of Purchasing. They will use strategic sourcing and demand management techniques and need a legal and working knowledge of developing contracts
- The individual will be required to build meaningful business relationships with colleagues at a senior level, working with all parties to find solutions to complex business issues. They will be an accomplished influencer and negotiator, willing to step beyond the traditional procurement role to maximise business opportunities
- Organise and facilitate regular meetings with key stakeholders and suppliers. These include fact finding, problem solving, negotiations, contract performance and service delivery meetings
- This role operates within a multi-site environment
- The postholder will need to champion and follow internal governance processes (Standing Financial Instructions etc.)
- A lead role in continuous improvement across the Purchasing team. Develops and influences procurement strategy, using a range of techniques to maximise value for money to the taxpayer and improve customer experience
- Lead larger and/or complex procurement "big ticket" projects. Use a range of tools and techniques to devise appropriate procurement solutions, must have a working and legal knowledge of contracting and ensure contracts are awarded in accordance with MFT processes, EU Procurement Directives and Government policy
- Responsible for estimating financial benefits from procurement initiatives
- Required to conduct procurement and commercial analysis in support of procurement projects to assess impact on budgets for customers. Examine and verify financial information from suppliers. Generate reports
- Work on collaborative procurement projects across a diverse range of stakeholders, including clinical leads, to meet key milestones and performance indicators
- Work closely with local stakeholders in identifying work priorities and deliverables to inform work plans
- Ensure delivery of the annual work plan for your division ensuring performance to key milestones and agreed key performance indicators
- To develop strong customer/stakeholder relationships to ensure project compliance and appropriate specialist input into the successful delivery of procurement and any service improvements

- Uses robust data to research to analyse project specific outputs and support the effective delivery of a procurement or service improvement
- Carry out appropriate market analysis to identify current market performance, identify the main features of the market and the characteristics of the demand and supply side of the market
- To ensure all procurements result in legally compliant projects and are developed in accordance with national guidance
- Develop relationships with strategic providers to maintain service delivery performance and maintain a working knowledge of changing market conditions
- Able to make decisions on high profile and complex negotiations using appropriate information and analysis, recommending solutions which may not always be popular, using leadership, persuasion and influencing skills to implement a solution that meets the needs of customers and taxpayers
- Commercial representation at clinical boards and supplier management meetings to ensure value for money, compliance and performance
- Acts as a focal point of escalation in supplier disputes
- Deputise for Heads of Purchasing

Key Relationships and Communication

- Group Procurement Director / Deputy Directors of Purchasing and Supplies/P2P
- Directors of Finance / Deputy Directors of Finance
- Directors of Property & Estates/Project Managers
- Hospital, MCS and Corporate Directors
- Senior managers and operational staff
- Clinical staff
- Managing Directors and senior officers of suppliers, distributors and purchasing agencies

General

This Job Description is an outline of the key tasks and responsibilities of the Procurement Director and is not intended as an exhaustive list. The job may change overtime to reflects the changing needs of the Trust and its services, as well as the personal development needs of the post Holder.

Infection Control

To assist the Trust in reducing healthcare associated infections you should be familiar with the Trust's Hand Decontamination Policy, attend mandatory induction training and be compliant with all hand hygiene standards at all times.

Effort and Environment

- Physical Effort
 - Combination of driving, sitting, standing, walking
 - This post requires working throughout the Trust and representation at national and regional meetings, and so travel is required
 - Post also requires standard keyboard skills
- Mental Effort
 - Range and scope of services covered requires flexible approach to frequent short notice tasks of complex nature which require extended periods of concentration and frequently necessitate a change in activity
 - Concentration required for inputting, checking, reconciling information and making calculations
 - Requirement to concentrate continuously for long periods when analysing complex, often contradictory, data or when carrying out complicated calculations and returns
- Emotional Effort
 - Occasional contact with verbally aggressive people
 - Deals with staff performance and disciplinary issues, which can include staff's personal circumstances
- Working Conditions
 - Frequent use of keyboard and VDU



Person Specification

Skill	Essential	Desirable	Method of Assessment
Education/ Qualifications	<ul style="list-style-type: none">• Membership of the Chartered Institute of Procurement and Supply or working towards• Educated to degree level	<ul style="list-style-type: none">• Good standard of other General Management Qualifications• Prince2 Qualification	<ul style="list-style-type: none">• Application Form• Interview• Presentation
Knowledge	<ul style="list-style-type: none">• Sound knowledge of EU legislation and statutory requirements• First class category / NHS sector knowledge	<ul style="list-style-type: none">• Sound knowledge of public sector finance procedures• Sound knowledge of Commercial Law	<ul style="list-style-type: none">• Application Form• Interview• Presentation
Experience	<ul style="list-style-type: none">• Significant post qualification Purchasing management experience with demonstrable achievements at a senior level• Capital Procurement experience• Able to demonstrate success in identification and delivery of savings through purchasing and supply• Demonstrable experience in significant change management projects	<ul style="list-style-type: none">• Management experience gained within a large multi-functional organisation	<ul style="list-style-type: none">• Application Form• Interview• Presentation

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
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