



**United Lincolnshire
Hospitals**
NHS Trust



Head of Category (Corporate & Digital)

CANDIDATE PACK

Prepared by: Castlefield Recruitment

August 2023

ABOUT THE TRUST

Thank you for your interest in the Head of Category (Digital & Corporate) role at United Lincolnshire Hospitals NHS Trust.

We recognise that outstanding care can only be delivered through our people. We want to attract people who can help us deliver our vision. We want in return to help people achieve what they wish in their careers in the NHS at ULHT.

We are always keen to welcome highly skilled, committed and compassionate individuals to our hospitals – people who put patients at the heart of everything they do and are ready to help us achieve our vision.

Proud Values:

- Patient-centred – Putting patients at the heart of everything we do, listening and responding to their needs and wishes.
- Safety – Following ULHT and professional guidelines. Speaking up to make sure patients and staff are safe from harm.
- Excellence – Striving to be the best that we can be. Innovating and learning from others.
- Compassion – Caring for patients and their loved ones in ways we would want for our friends and family.
- Respect – Behaving and using language that demonstrates respect and courtesy to others. Zero tolerance to bullying, inequality, prejudice and discrimination.

Zero tolerance to bullying, inequality, prejudice and discrimination.

If you believe in them too, then you are ready to join the ULHT team.

We've taken great pride in building working environments where staff always feel valued, cared for and part of a team. Without doubt this is a challenging yet very rewarding job that is at the centre of health and care in Lincolnshire – making a positive difference to our patients.

We look forward to hearing from you.

ABOUT THE TRUST

Our Trust is situated in the beautiful county of Lincolnshire and is one of the biggest acute hospital trusts in England, serving a population of more than 700,000 people. We provide acute and specialist services to people in Lincolnshire and neighbouring counties. We have an annual income of £643 million (20/21) and we employ nearly 8,500 people.

Lincolnshire is such a great place to live and work with many opportunities to grow and develop as well as spend time on hobbies, activities and taking in local historic sites. Find out more on the Visit Lincolnshire website.

At ULHT we have a vision statement – “Outstanding Care Personally Delivered” – stating our ambition for our Trust to be among the best. In the last two years we have made several steps closer and despite COVID we have many achievements to be proud of over the last two years.

We also have a five year Integrated Improvement Plan setting out how we will achieve our strategic objectives, for patients, services, people and partners, the last recognising that our future success depends on our ability to ensure the Lincolnshire healthcare system is successful in achieving its ambition to help people live healthier lives and provide care closer to where people live.

Our latest CQC report increased our ratings for being effective and well-led from ‘Requires Improvement’ to ‘Good’. Our rating for caring remained as ‘Good’ and this has contributed to the Trust being removed from ‘special measures’ status.

This is in recognition of the huge amount of work that our amazing staff have done to improve the quality of care for our patients in recent years and demonstrates the progress we have made as an organisation.

JOB DESCRIPTION

1. Job Details

Job title: Head of Category

Job grade: 8B

Reports to: Deputy Director of Procurement

Department: Finance/Procurement

Location/site: Lincoln site with Trust wide coverage

2. Job Purpose

The Head of Category will be managerially accountable to the Deputy Director of Procurement

The post holder will be responsible for driving the delivery of a 3-5 year strategic and operational business plan to ensure the provision of high quality services and to meet the needs of local service users.

The post holder will develop a sound and detailed understanding of the services provided to clinical/non-clinical areas and their resource requirements; working collaboratively with key stakeholders both internal and external to ensure timely and effective Procurement strategies and plans are in place.

The post holder will work collaboratively with Divisional Management teams, Finance business partners and key stakeholders to design and deliver appropriate contracting strategies to influence choice, product standardisation, prioritise change, deliver cash releasing savings and process improvements with sustained added value methodologies.

To support the Trust to improve its financial standing through effective, innovative and timely procurement strategies, mindful of the service delivery pressures on services and Divisions, revising and adapting such strategies as necessary.

This role will undertake a proactive approach to category management and procurement strategies, reducing costs whenever possible without affecting the quality or product or service to internal customers and external stakeholders.

The post holder will take responsibility for developing and delivering an effective and efficient procurement plan for the Trust for clinical/non-clinical departments and Divisions.

To ensure that operational strategies in all spend categories, maximise the uptake of National and NHS Supply Chain contracts, through direct line and/or relationship management of the Trust category and sourcing teams.

To be responsible for effectively leading a range of strategic activity to develop effective strategies with NHS Supply Chain and other National bodies, ensuring that supply chain processes are coordinated and managed in line with Trust requirements and objectives.

To ensure contract compliance across the Trust, pursuing procurement excellence through the implementation of efficient and effective procurement projects, aligned to and supportive of the integrated plans of the Operating Model.

JOB DESCRIPTION

To meet customer requirements by demonstrating best value for money, through compliance with category priorities and contracts, and by actively managing the market through development of key strategies for supplier and contract management.

Working with Trust Senior Clinical /non-clinical leads to develop networks and provide input into appropriate sourcing projects.

Ensures processes are in place so that effective, collaborative equipment purchases, trials and long term whole life plans enable optimum cost management, using evidence based and innovative sourcing practices.

The post holder will provide support and appropriate mentoring of staff within the team to ensure appropriate skill sets are in place for successful delivery of the Procurement plan.

Key responsibilities are:

- Management of the Procurement team/s
- Providing a service for the Trust and Lincolnshire STP
- Building collaborative relationships both internally and externally
- Initiating, developing and implementing Procurement strategies
- Deputising for the Deputy Director of Procurement as required

KEY RESULT AREAS

Leadership

- To provide strong visible leadership across the Category team
- To prepare and deliver the strategic direction and Integrated Business Plan for Procurements Clinical/non-clinical spend areas
- To develop and introduce new and innovative business management systems to maximise the organisational efficiency and effectiveness of the service area, sharing good practice
- Provide professional management leadership for the Procurement Team including internal customers within clinical/non-clinical areas as appropriate
- Ensure that all staff in the specific service areas are clear about what is expected of them (via the appraisal and Performance Management processes) and are working together in successful teams to deliver high quality services
- Lead on the implementation of new Trust-wide policies within the service area and to co-ordinate the development of policy and service development that may impact beyond the service
- To support managers, both clinical and non-clinical as appropriate across the Trust and STP to manage and deliver highly complex procurement and innovative solutions

JOB DESCRIPTION

Service Development

- Responsible for the preparation of long term strategic service development plans for the Procurement team
- To plan and implement a programme of continuous and evidence-based improvement in all aspects of the service area to ensure services are high quality, efficient, effective and patient-focused
- Ensuring that robust performance management development systems are developed and implemented for the Procurement Team
- To ensure that all team Managers are aware of the specific delivery standards/targets they are responsible for delivering and provide support to each manager to ensure delivery of them
- To ensure a culture of continuous challenge exists in the service area, ensuring that progressive solutions, which take into account models of best practice, are incorporated into service plans
- To ensure all financial Standing Financial Instructions are adhered to and budget control targets are met
- To review and monitor financial performance and to hold delegated budget holders to account ensuring services remain within their delegated expenditure limit
- To ensure the service area delivers financial performance in line with the agreed financial plan, including FEPs and continuously exploring and implementing all opportunities for cost improvement

Performance Management

- Ensure that the unit service area within area of responsibility meet their performance objectives supported by a management regime to deliver continuous improvement
- To over-see on a day-to-day basis the team's performance management arrangements
- Provide reports as required with assurance that appropriate follow up actions will be completed
- Ensure that all staff have an annual appraisal and agree clear objectives against which they are managed appropriately
- To ensure that sickness absence for staff within the specific service area in the directorate is managed appropriately and in line with the Trust's Sickness Absence Policy
- Develop and implement effective reporting arrangements within the designated service area to accurately record and monitor performance against local and national targets and to pro-actively develop solutions to manage any variances
- To ensure the designated service area delivers a financial performance in line with the agreed financial plan, including FEPs and continuously exploring and implementing all opportunities for cost improvement

Governance and Risk

- To ensure that within the designated service area, governance and risk management are seen to be everyone's responsibility
- To help develop and implement effective systems to record and monitor governance and risk information
- Responsible for the promotion of information for benchmarking and audit to improve the service experience

JOB DESCRIPTION

Communication

- To help establish and maintain effective two way channels of communication within the designated service area, including the management of highly complex and sensitive information
- To establish lines of communication with other colleagues in the Trust and wider healthcare community to ensure that services are integrated such as local STP
- To support a communication structure within the team to ensure all staff are and remain engaged in the Trust's vision for delivering excellence in rural healthcare
- Ensure that good practice is rapidly shared within the Procurement Department and wider organisation where appropriate
- Using motivational, persuasive and negotiating skills to ensure an atmosphere of collaboration across the service area to deliver a programme on continuous improvement in a challenging and demanding environment

Knowledge/Experience

- Proven capability of managing a team of professional procurement staff, focussed on output delivery, savings and improved ways of working that are sustainable and in line with Trust Values and behaviours
- Demonstrates the ability to operate at a senior level, and demonstrates the Trust core values at all times
- Ability to manage a team of professional procurement team members, providing clear lines of communication and demonstrating high quality leadership skills
- Extensive knowledge of Microsoft Office products, and specialist Procurement software including project management and supplier relationship management skills
- Good understanding of EU and National legislation and external regulations as they relate to the Health sector economy
- Ability to manage and deliver highly complex projects in a timely and efficient manner both individually and by the team

Skills

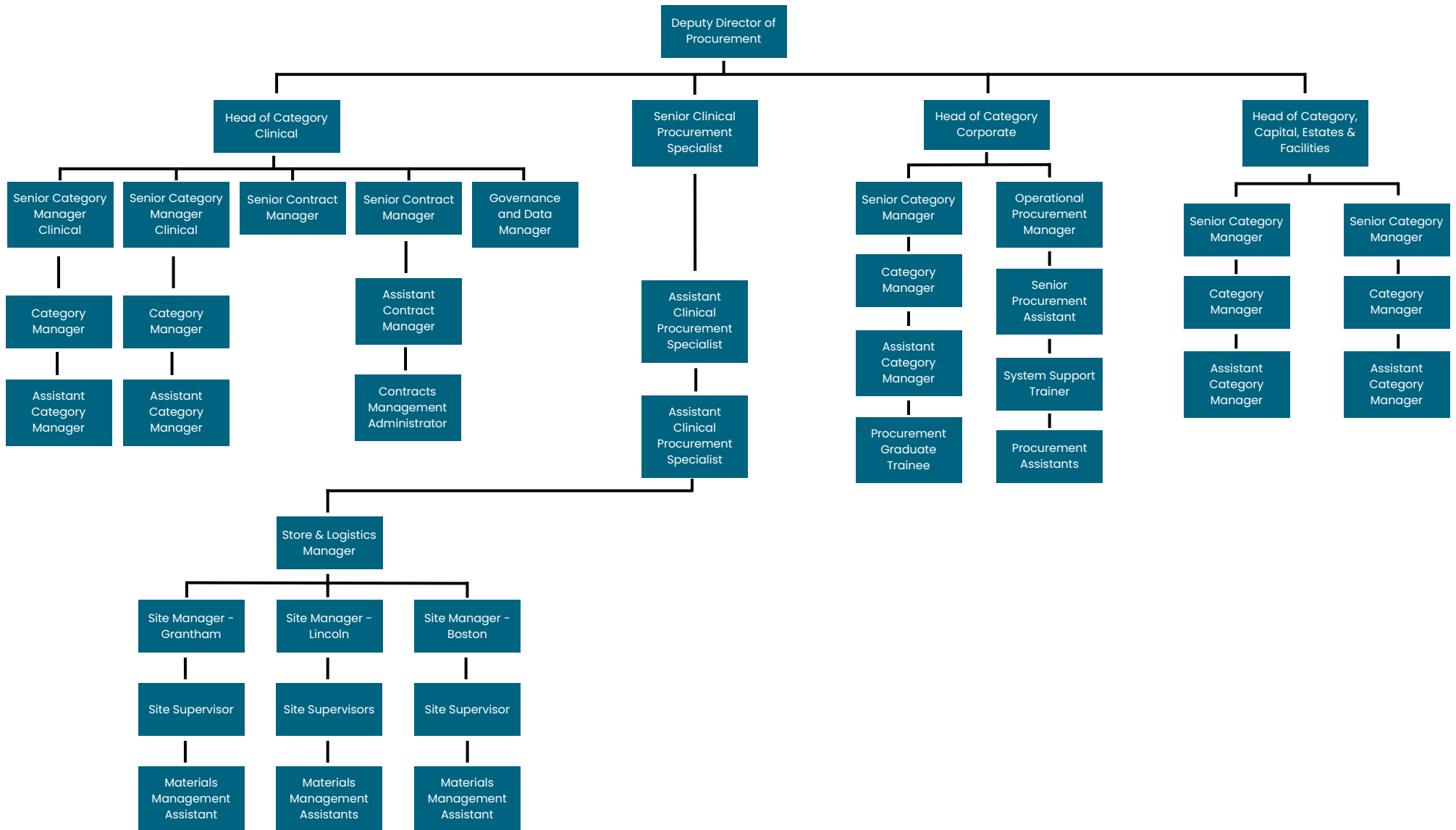
- Ability to plan and prioritise own workload and that of others within the team
- Ability to review processes and manage change in a challenging and pressured working environment
- Adopt a proactive and supportive approach to management
- Ability to assess and suggest improvements, challenging where necessary
- Excellent analytical skills and numerical reasoning abilities
- Excellent negotiation skills
- Excellent leadership skills
- Aptitude to communicate effectively with all grades and seniorities of management
- Ability to use own initiative, identifying where matters need to be escalated urgently
- Ability to research, evaluate and present information

JOB DESCRIPTION

Behaviour

- Demonstrate the Trusts core values at all times and be a role model for the Department and the Trust
- Excellent interpersonal communication skills
- Excellent Leadership and motivation skills
- Flexibility, adaptability and the ability to be responsive to change
- Innovative in the ways of working to strive for best in class
- Ability to assess the training needs of others
- Ability to quickly adapt to new technology and systems

ORGANISATION CHART



JOB DESCRIPTION

4. Duties

- Responsible for driving the delivery of a 3-5 year strategic and operational business plan to ensure the provision of high quality services and to meet the needs of local service users, and STP colleagues within LPFT/UCLH
- To manage and deliver contract work plans in accordance with end user requirements across the Lincolnshire STP
- To manage and promote best in class procurement activities always ensuring that information provided is accurate and appropriate to the need
- To take ownership and lead the team/s appropriately to ensure timely delivery of all contracts within the portfolio of contracts ensuring stake holders are fully engaged at all times and escalating where necessary through appropriate governance channels
- To have accountability for the delivery of the agreed FEP target within the team/s always ensuring the mitigation of risk and/or non-delivery
- To develop and manage the team/s for clinical/non-clinical procurement activities, ensuring that associated work plans support and deliver the needs of the procurement strategy both short and long term, advising on innovative ways to ensure safe and timely delivery of contracts especially in times of financial restraint
- To develop and implement contracting strategies and plans to deliver best value for money and contribute to savings targets
- To build effective and long term relationships with suppliers, external agency partners, and internal stakeholders
- Work in partnership with the stakeholders and Trust staff to research and design a consistent procurement process, forecasting demand and market requirements and trends to support the work plan
- Advise the Trust's Executive Board and other key stakeholders on matters concerning supplies and procurement issues, developments and policy. Working with the Trust's legal advisors, as required, to defend contract award(s)/service performance when challenged by unsuccessful bidders or to instigate contract termination
- Presenting, explaining and defending on behalf of the Trust, highly complex commercial and contentious information in support of difficult sourcing decisions
- Advise managers, clinicians, and service users on all aspects of procurement process, public procurement and European Union legislation, to ensure that probity and corporate governance is maintained
- To provide specialist advice on local, regional and national purchasing activities
- Devise and deliver appropriate procurement strategies, strategic contracting initiatives and build and manage supply chain pipelines
- Support and deliver effective FEP (Financial Efficiency Plans), providing performance information within the designated category area to ensure that procurement contributes to the Trusts overall strategic direction
- Lead and support the team/s within procurement to ensure the effective delivery of category management
- Ensure that all contracts are fully compliant to internal and external governance and regulation
- To lead/facilitate strategic initiatives such as sustainable procurement, local supplier development and collaborative opportunities
- Implement monitoring systems to ensure savings targets are met and suggest improvements where appropriate for adoption across the department

JOB DESCRIPTION

- Maintain budgetary control through evaluating the success of strategies, monitoring and reporting on cost per contract and other key metrics in accordance with the work plan
Analyse key metrics and other management information to develop areas of focus for the team/s
- Continually seek to improve and develop the Trusts procurement offering, working closely with key internal and external stakeholders to identify and champion and deliver best practice
- Be responsible for ensuring key performance objectives are identified and met and strategies are in place to enable procurement performance to be monitored
- Provide leadership, direction and support to the team/s ensuring delivery against key accountabilities & resolution of queries within agreed SLA timeframes and ensuring full legal compliance of the procurement process
- Manage the team and ensure formal appraisals, 1 2 1s and training & development are appropriately managed and updated to reflect current staff requirements
- Ensure effective delivery of procurement processes and systems that operate efficiently and effectively and that all associated files and information is kept in accordance with all legal requirements
- Develops and monitors devolved budget for the team/s and authorises spend against it
- Develops and manages Contract activity to Divisional budgets providing procurement advice as to the methodologies to be followed that will give the best outcome
- Undertake the development of Policies and Procedures as necessary working in conjunction with the Operational Governance Manager

Analytical and judgmental skills

- Investigate highly complex queries arising both from external departments and internally. Use appropriate analytical techniques, business knowledge and experience to identify errors or other possible causes. Undertake corrective action or advise appropriate manager of findings
- Analyse, interpret and advise on highly complex data and production of multiple options.
- Understanding of NHS Financial contracting policies and procedures
- Expert specialist knowledge of procurement principles underpinned by Academic qualification/s theoretical knowledge and practical experience
- Judgement of highly complex facts and assumptions both financial and non-financial.
- Excellent commercial awareness
- Demonstrable ability to think strategically, and operate at the most senior levels of the organisation
- Required to interpret and analyse highly complex situations and advise managers on the range of options, make decisions and apply pragmatic solutions to deal with issues
- Ability to analyse highly complex statistical information and produce reports/documents for Trust Board consideration
- Frequently builds highly complex reports relating to the analysis, interpretation and comparisons of a range of options available to deliver effective contract solutions
- Analyse and assess complex information to recommend courses of action to Executive team
- Analyse key metrics and other management information to develop areas of focus
- Develop a reporting framework that tracks and reports weekly analysis of the impact of cost reduction initiatives and cross-cutting schemes, upward reporting to divisional directors and trust board where required

JOB DESCRIPTION

Planning and organisational skills

- Plan and organise programmes of work to deliver highly complex information as required by Executive team and senior Trust management as appropriate
- Manage and prioritise own workload and that of others in order to achieve agreed objectives, in accordance with the work plan
- Regularly manage competing demands, many of which will be non-routine in nature.
- Develop ambitious long term strategies/plans that anticipate as well as respond to external challenges at Trust, Regional and National level
- To contribute and develop the formulation, agreement and delivery of a long term strategy on procurement solutions and work-plan, by providing a high quality service to ensure the organisation has appropriate arrangements in place to meet its service requirements

Communication and relationship skills

- Excellent communication skills both written and oral
- Ability to present highly complex information to large groups of financial and non-financial staff at all levels both within and outside the organisation
- Excellent influencing and negotiating skills required
- Using persuasive, motivating, negotiating skills to work with staff at all levels to ensure that appropriate quality and service level agreement standards are maintained
- Provide advice, instruction and training to individuals and in a group setting
- Ability to maintain confidentiality at all times
- Provides advice to senior non-finance managers
- Demonstrable focus on development of skills of self, others and the service provided
- Able to demonstrate and have the ability to build relationships and lead teams
- Communicate highly complex or contentious information where co-operation is required by a team or group of staff
- Highly developed capability for recognising and implementing best in class strategies
- Provision of timely effective reporting (Power point or similar) up to and including Executive/Board level
- IT skills – MS Office including Excel and PowerPoint to enable professional development and delivery of presentations to small and large groups of staff

5. Physical & Mental Skills

- Standard driving skills to enable flexibility to attend meetings and support services on all Trust sites
- Standard Keyboard skills

6. Responsibilities of the Post Holder

Responsibilities for policy and service deployment implementation

- Responsibility for the development, formulation and implementation of discrete policy and or service developments to achieve National and or local objectives
- Required to work autonomously, guided by principles and policies and to manage and control the deployment of such policies, procedures and principals by the team across ULHT
- Responsible for policy implementation and make recommendations for policies, procedures and guidelines, which govern procurement practice at National, Regional and Trust (STP) level
- Lead on the implementation of new Trust-wide policies within the service area and to co-ordinate the development of policy and service development that may impact beyond the service

JOB DESCRIPTION

Responsibilities for financial and physical resources

- Responsible for ensuring the Trusts Non-Pay expenditure is managed appropriately ensuring best value for money
- Responsible for managing team budget (pay and non-pay)
- Responsible for appropriate use of Trust physical assets by Procurement including but not limited to buildings, offices, IT equipment
- To support the delivery of cost reduction by working with colleagues and divisional managers, and by the provision of an effective contracting solution

Responsibilities for human resources

- Senior management responsibility for several departments ie Procurement and Supply teams
- To review workforce details on an on-going basis to ensure the designated service area has the right numbers and the right level of knowledge, skill and expertise to deliver services in the most effective and efficient way
- To ensure that managers within the team/s are supported to lead, motivate and develop staff
- To ensure that help is given to ensure that all staff in areas of responsibility are aware of the Trust's values and understand that they are expected to work to them
- That all managers and supervisors within the areas of responsibility have been trained in core HR policies such as Equality and Diversity, Discipline, Sickness Absence, Recruitment, Workforce Change and are competent to deal with first line HR issues
- That all staff in the specific service areas of responsibility are regularly appraised, have a Personal Development Plan which supports the Trust's excellence agenda and is up to date with core learning
- Help is provided to promote a culture within the service area where staff feel empowered and accountable for service improvement at local level

Education and Teaching

- Ensure that all staff receive appropriate training and ongoing development to enable them to competently and safely fulfil their roles
- To ensure the establishment and maintenance of systems to monitor and ensure that all staff are attending core training as appropriate
- Ensure that training is accessible to all staff, recognising the diverse needs of the workforce
- Promote learning opportunities in a wide range of formats to improve multi-disciplinary and flexible working
- Promote a culture of lifelong learning
- Responsible for team wellbeing
- Responsible for ensuring there is a robust resource management process in place that follows Trust guidelines
- Accountable for ensuring any disciplinary matters are adhered to in line with Trust policy
- Accountable for all sickness, holiday, absences are appropriately recorded
- Accountable for staff recruitment within the team
- Responsible for the delivery of a comprehensive range of Procurement activities to ULHT and other external stakeholders

JOB DESCRIPTION

Responsibilities for Information resources and research & development

- Role is to ensure ULHT Information Resources are utilised appropriately and correctly
- Research & development of all current and future Procurement financial to systems and processes
- Requirement to use system software to plan and design reporting where the outputs are used for taking complex management decisions
- IT skills – MS Office including Excel, MS Project and PowerPoint to enable professional development and delivery of presentations to small and large groups of staff
- Regularly undertakes Audit assessment of Procurement standards delivery for ULHT and STP partners
- Regularly undertakes customer audits for compliance and service delivery.
- Responsible for ensuring Clinical equipment trials are conducted in agreement with clinical specialists and regularly maintain contact with both Trust staff and Suppliers to ensure safety and compliance
- Develop and implement systems of audit and survey, which enable the continual evaluation of consistent application of policy and practice to ensure service quality and effectiveness

United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours.

JOB DESCRIPTION

Patient Centred	I am fully committed to providing the very highest standards of care to our patients
Safety	I do everything I can to keep my patients and my colleagues safe I keep my environment clean and tidy I recognise when something is going wrong and I have the courage to do something about it
Compassion	I show a genuine concern for my patients and my colleagues I communicate well with others, listening and showing an interest in what they have to say I am positive, approachable and friendly
Respect	I treat my patients and my colleagues with dignity and respect I work openly and honestly as part of an effective team I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
Excellence	I will always go the extra mile and improve things for my patients and my colleagues I am competent to carry out my role and committed to my personal and professional development I will share good ideas and best practice and encourage my team members to do so too

7. Freedom to Act

- Required to work autonomously, guided by organisational principles and policies
- Accountable for own professional actions
- Works within policies, procedures and guidelines, which govern procurement practice at national and local level
- The role requires a significant ability to manage discrete areas of work and to work on own initiative. Also acts with independence within appropriate policies, procedures and guidelines
- Required to interpret overall health service policy and strategy in order to establish current and future Procurement strategies

JOB DESCRIPTION

8. Physical, Mental and Emotional Effort Required

Physical

- Combination of sitting, standing and walking

Mental

- Requirement to manage highly complex negotiations, emotive situations with senior management and clinicians
- Frequent concentration required for analysis of highly complex data, policies and the monitoring of performance reports, workload can unpredictable
- Required to switch tasks at short notice
- Requirement to deal with conflicting priorities and timescales
- Concentration required for all computer work and communicating with colleagues and service users. Prolonged concentration sometimes required when analysing statistics

Emotional

- Deliver unwelcome news when targets are not met
- Deals with employees who are under stress because of difficult issues such as discipline/grievance
- Occasional exposure to distressing or emotional circumstances

9. Outline of Working Conditions

- Largely office based, with significant daily use of VDU's. Travel between sites and occasionally further afield is a normal requirement

PERSON SPECIFICATION

Job Related Criteria	Essential	How Identified	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	<ul style="list-style-type: none"> Professional Procurement qualification (CIPS) or NVQ 4 plus MBA or equivalent experience Working knowledge and experience of Microsoft packages, Outlook, Word, PowerPoint and Excel, in addition to Procurement data base systems 	Application Form Certificate Interview	<ul style="list-style-type: none"> Extensive commercial experience Proven track record of successful leadership within a challenging work environment 	Application Form Interview
Previous Experience	<ul style="list-style-type: none"> Experience of operating in a Senior Procurement position Experience of Category management within a large complex organisation Demonstrate track record of achievement Proven experience of capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly Experience of managing a successful procurement team within the NHS, Public sector or other large complex organisation 	Application Form Interview	<ul style="list-style-type: none"> Experience in the NHS, Public Sector or other large complex organisation 	Application Form Interview

PERSON SPECIFICATION

<p>Evidence of Particular:</p> <ul style="list-style-type: none">• Knowledge• Skills• Aptitudes	<ul style="list-style-type: none">• Operates with a positive outlook, is solution-focused and is dedicated to improving relationships for improved patient outcomes• Self-motivated and flexible approach to tasks• Adaptable and able to demonstrate resilience in the face of uncertainty and change• Demonstrate a strong desire to improve performance and make a difference by focusing on goals• Able to interpret sets of information including service activity and trend data, policy and best practice information as well as relationship-based information• Excellent relationship-building skills and ability to form constructive, credible strategic and operational relationships with a range of health and social care professionals at all levels through high professional credibility• Ability to work on own initiative and organise and prioritise own workload and that of others, either directly or indirectly• Ability to make decisions autonomously, when required on difficult issues working to tight and often changing timescales and within financial constraints	<p>Interview</p> <p>Application Form and Interview</p>	<ul style="list-style-type: none">• Knowledge of the Public Procurement (EU) Regulations• Knowledge of Category Towers within NHSSC/SCCL• Previous Category management experience	<p>Application Form</p> <p>Interview</p>
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PERSON SPECIFICATION

	<ul style="list-style-type: none"> • High level of numerical, analytical and computer skills and attention to detail. • Able to analyse and interpret complex information and to present it in a user friendly format • The ability to turn analysis into actions • Project management skills • Ability to identify and lead on initiatives. • Demonstrate change management and influencing skills • Evidence of introducing “best practice” and demonstrate successful implementation and evaluation • Awareness and Knowledge of the dignity in care agenda • Ability to evidence/demonstrate key values and behaviours in line with the Trust framework: <ul style="list-style-type: none"> ▪ Patient Centred ▪ Safety ▪ Compassion ▪ Respect and ▪ Excellence 			
<p>Specific Requirements</p>	<ul style="list-style-type: none"> • Ability to occasionally travel independently between hospital sites across Lincolnshire and Nationally as required by the role 	<p>Interview</p>	<ul style="list-style-type: none"> • Driving license 	<p>Interview</p>

PACKAGE & BENEFITS

ULH work in line with NHS Terms and Conditions for Band 8b roles. As an employee in the organisation, you will benefit from:

Salary - £58,972 - £68,525

- 27 days annual leave, plus Public Holidays, rising to 33 days with service
- Pension - automatic enrolment (with option to opt-out) in the NHS Pension Scheme subject to meeting scheme qualifying criteria
- Defined benefit, career average revalued earnings, pension
- Option to exchange some of pension for a lump sum payment
- Employer contribution of 20.6%, tiered employee contribution rates
- Options for early retirement or flexible retirement
- Ill-health, life assurance and family benefits
- Access to the NHS Fleet solutions scheme – a tax efficient way to lease a vehicle
- Eligible for the Blue Light card with a variety of NHS discounts
- 37.5 hour working week
- Flexi time system and hybrid working available, with the need to be on site once per week for meetings

ULH also offer access to an impressive range of Wellbeing resources, including:

- Mental wellbeing support networks, for example Employee Assistance helplines, Counselling
- Services and dedicated Staff Lounges
- Physical wellbeing classes, for example mobility resources and the NHS Fitness Studio
- Financial wellbeing, for example car lease, bus pass and Cycle to Work schemes

CONTACT DETAILS

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