



Procurement Assistant – Contract Management and Social Values Team

Prepared by Castlefield Recruitment

Welcome

I am delighted to offer 5 newly created posts and recruitment to one existing post within our Procurement and Supplies department.

The creation of the new posts is to ensure we continue to deliver procurement services in line with the Public Contract Regulations, Provider Selection Regime and the new Procurement Act 2024.

It's an exciting time to join public sector procurement and these 6 posts will give the right candidates the opportunity to develop themselves and the role and shaping the future of CHS Procurement.

- Senior Category Manager (Clinical)
- Senior Category Manager (Non-Clinical)
- Contract Manager and Social Value Lead
- Assistant Category Manager – Non-Clinical
- Procurement Assistant – Procurement Team
- Procurement Assistant – Contracts Management and Social Value Team

CHS provides estates, facilities, medical engineering and procurement services to Calderdale and Huddersfield NHS Foundation Trust (CHFT) and other customers.

CHS was formed in 2018, as a relatively new company we have already won the Huddersfield Examiner Business Award (Community) 2021/22 and been voted in the top 100 companies within Kirklees for the last 2 years.

Our Estates team have recently won 3 national trophies at The Building Better Healthcare Awards in London. The project scooped 'Best Covid Building Design Project' & 'Best Covid Project Team' as well as the coveted 'Clinicians Choice' awards. In addition, our Materials Management team have won an 'Above and Beyond' Award at The Yorkshire and Humber Procurement Skills Development Network for the amazing work they did during the pandemic.

CHS is a great place to work that will provide the right candidates an opportunity to grow and develop as part of our team.

Please see the attached job description and personal specification that is linked to this post.

If you feel you have the right attributes and experience we look forward to receiving your application.

Stuart Sugarman
Managing Director
Calderdale and Huddersfield Solutions Ltd

Our Organisation

Background to the Organisation

We employ over 450 staff in a wide range of functions, ranging from cleaners, drivers, catering, retail and portering staff to engineers and procurement specialists.

Overview of Calderdale and Huddersfield Solutions Limited

CHS is a wholly owned subsidiary of the Trust and provides a fully managed suite of healthcare facilities for use by CHFT. CHS provides value to CHFT through its specific service offer and through its ability to manage developments and operational risk for the Trust and other parties, enabling the Foundation Trust Board to focus on clinical matters. These services include the management of contracts on behalf of CHFT including procurement and contract management as well as more traditional estates, facilities, medical engineering and procurement services.

CHS is led by a directly employed Managing Director with directly employed staff providing estates, facilities and procurement services.

Our location

CHS is situated at the Huddersfield Royal Infirmary (4 miles from Calderdale Royal Hospital in Halifax where some of our services are based) and we sit between a choice of Airports such as Leeds/Bradford and Manchester. We are also conveniently located within easy distance to Huddersfield and Halifax Railway Stations with accessible rails links to Leeds, Manchester, York, Liverpool and London.

Huddersfield Royal Infirmary itself is situated in the village of Lindley. There are a number of local amenities, such as supermarkets, high quality independent shops, and great bars and restaurants. There is a post office and public transport on the doorstep and the centre of Huddersfield is within easy walking distance.

Calderdale Royal Hospital is located in the town of Halifax, a short 15-minute drive from Huddersfield. There is a free shuttle bus that runs between both sites regularly.

Our Organisation

Included Services

CHS delivers the following services for the operated healthcare facilities:

- **Estates Services:** includes the estate development, maintenance, repair and health and safety aspects of a fully functioning hospital facility
- **Facilities Service:** includes cleaning, portering, transport, linen, catering, retail, waste management and car park management
- **Procurement Service:** includes the procurement of all non-pay goods and services for both CHS and CHFT, materials management (stock, supply and distribution of clinical and non-clinical products and consumables), contract management and utilities procurement
- **Medical Engineering:** all aspects of medical devices management, including the procurement and repair of new devices

Our Vision and Values

Calderdale and Huddersfield Solutions Ltd (CHS) recognises that its staff are its greatest asset and that its business is its people. It is important that the values of CHS reflect the Trusts values so we can act as an enabler for clinical and non-clinical teams to provide the best possible service for patients.

Calderdale and Huddersfield Foundation Trust's (CHFT) values and behaviours underpin the vision of the Trust and these are the values that all employees of CHS are expected to adopt.

Our Vision:

Together we will deliver outstanding compassionate care for our patients and One Culture of Care for our colleagues.

One Culture of Care:

Caring for each other the same way we care for our patients.

Our 4 values supporting One Culture for Care:



We put people first



We go see



We work together
to get results



We do the must-
dos

Our vision is to be an employer of choice. We will support our staff to develop and encourage a drive for all staff to be more commercially aware. Where appropriate we will provide training for staff to help us deliver our commercial strategy, this will include developing knowledge of writing business plans and tenders.

We are committed to reducing waste, improving efficiency and building a sustainable workforce to grow the business. We aim to do this by:

- Being a socially responsible and diverse organisation, growing and nurturing a workforce drawn from our community at all levels of qualification and background
- Instilling a culture of mutual respect
- Having a strong focus on learning and development for all staff, to enhance business performance and job satisfaction
- Providing mentoring and coaching support to navigate training and development opportunities
- Encouraging creativity and a 'can do' attitude
- Developing a clear apprenticeship strategy offering opportunities across all areas of Estates, Facilities and Procurement that also maximises the potential of our existing workforce who want to progress their careers. The apprenticeship scheme will help the organisation to develop a future workforce offering a real career path through to qualified and skilled positions

Our Strategy

This People Policy sets out what is required for us to deliver our objectives through our people. It seeks to enable and equip our staff with the necessary knowledge, skills experience and attitudes to deliver outstanding performance to facilitate this.

The Policy complements the organisation's interdependent strategies for sustainability and commercial viability by having the highest standards of leadership and management.

We will embrace the diversity and individuality of people to foster a culture of openness; with capable, motivated and resilient staff.

Our People Policy will be underpinned by the following:

- Staff Engagement Strategy
- Occupational Health and Well Being Strategy
- Staff Survey Action Plans
- Commercial Strategy
- Sustainability Plan

Inclusion:

We aspire to develop a culture where diversity and inclusion is embedded in our attitudes and actions.

We believe the diverse voices of our colleague should be celebrated, we will aim to tackle any barriers that might prevent colleagues from bringing their authentic self to work and we are committed to nurturing a secure and supportive environment where everyone is valued for their contribution.

Our approach complies with the Equality Act 2010 and we commit to making sure there is no unjustified discrimination in the recruitment, retention, training and development of colleagues.

We will strive to:

- Improve individual awareness of cultural difference, including unconscious bias and embrace ideas to improve diversity in recruitment and development processes
- Work positively with staff from diverse groups to enable them to achieve their potential and ensure tailored development plans are created
- Support all our people in undertaking their roles to work without fear of discrimination from patients or staff of any form and to be confident that discrimination will be tackled
- To develop a culture where all staff feel able to call out discrimination

This means that:

We will promote and value difference in order to attract, recruit, retain and support our staff and be more reflective of the communities we serve.

Our values will focus on respect and acceptance of our differences and we will ensure employees from all backgrounds have equal access to career opportunities and receive fair treatment in the workplace.

Our recruitment training will look at how prejudice and unconscious bias can encroach into the selection process and how we negate this. We will where possible include a BAME colleague in the recruitment process for posts at grade G or above.

CHS colleagues have access to CHFT's LGBTQ and BAME networks, social groups and events. For up to date information on both please see CHFT's intranet pages. CHFT will look to create a forum for colleagues with a disability starting in summer 2019 and other networks will follow.

Our Behaviours

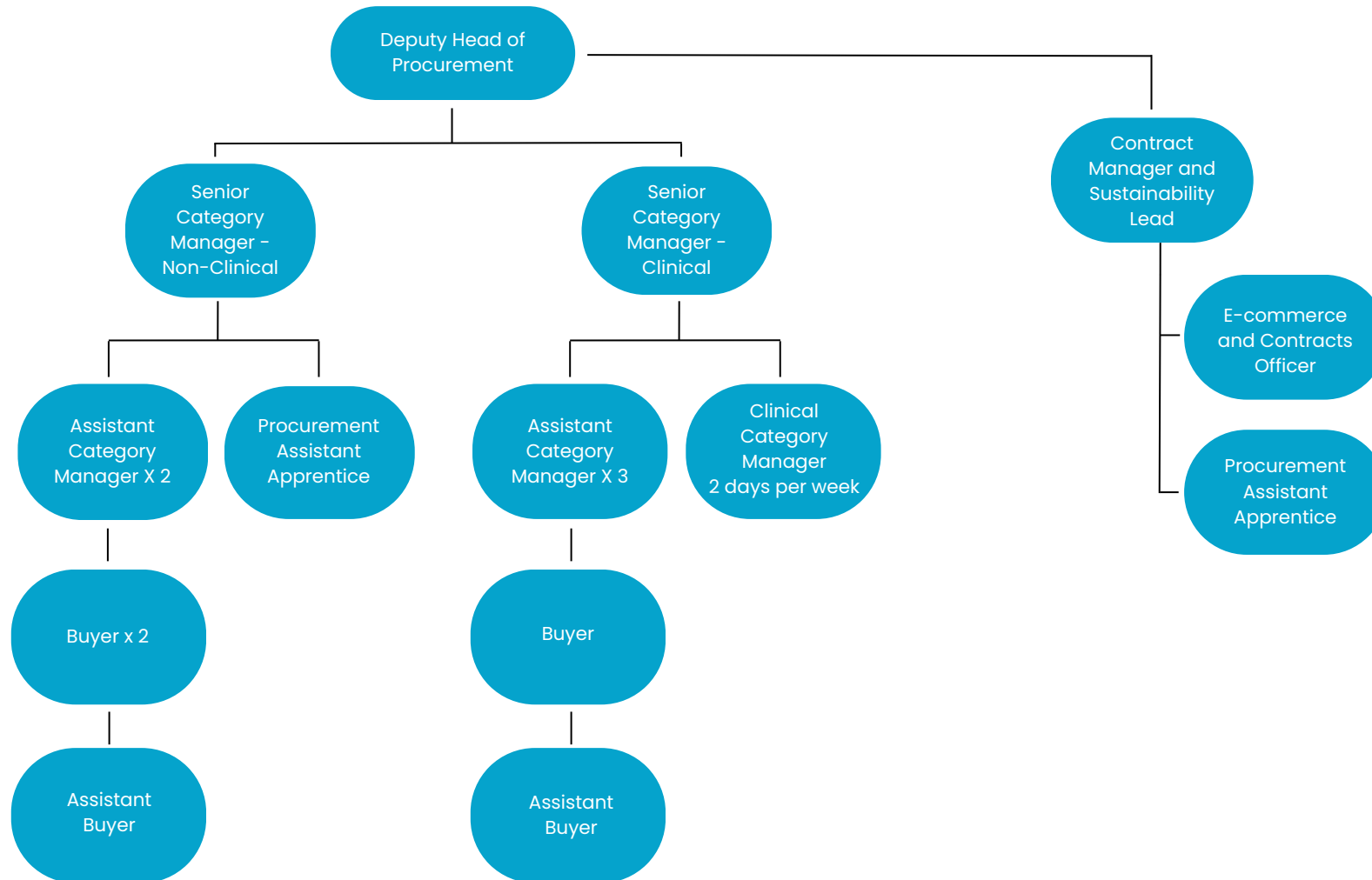
There are 7 principles with descriptions of associated behaviours to ensure there is clarity about 'the way we do things around here' and to understand our expectations of each other.

PRINCIPLES	EXAMPLE BEHAVIOURS – 'I WILL'
<p>Be Respectful</p>	<ul style="list-style-type: none"> • Treat everyone with courtesy and respect - be consistently friendly, welcoming and attentive, and show kindness, compassion and empathy • Focus on the needs of service users –present a positive attitude and offer 'excellent service with a smile' • Anticipate, listen and respond to the needs of others • Treat others as they would wish to be treated • Respect diversity and value difference
<p>Be Responsible</p>	<ul style="list-style-type: none"> • Accept full responsibility for my words, behaviours, attitudes and actions • Recognise the impact of my decisions • Provide a service that I am proud of • Reflect the Company values in all I do • Act as an ambassador for the organisation • Always give of my best
<p>Be Accountable</p>	<ul style="list-style-type: none"> • Act professionally and consistently at all times • Own what is mine and follow things through • Contribute to my team's collective responsibility • Identify and escalate risks • Add value to the organisation through what I do and how I behave

Our Behaviours

Be Courageous	<ul style="list-style-type: none">• Support new ways of working• Offer positive challenge to what we do and how we do it• Seek out and give constructive feedback• Participate in and contribute to frank and honest discussions• Acknowledge and address my development needs• Look for innovative solutions
Be Inspirational	<ul style="list-style-type: none">• Look for and get involved in opportunities that improve services• Develop myself and my colleagues• Motivate, encourage, and support others• Demonstrate the passion and energy I have for my work• Listen to understand – show genuine concern for others• Act with integrity – lead by example and walk the talk• Act consistently
Be Positive	<ul style="list-style-type: none">• Promote a learning culture not a blame culture at every level• Demonstrate a can-do attitude – ‘how can we make this work?’• Identify problems and focus on solutions• Embrace, promote and support change• Keep the ‘big picture’ in mind• Demonstrate resilience in difficult times
Be a Team Player	<ul style="list-style-type: none">• Share my ideas, skills and knowledge with others• Recognise, celebrate and share success with my team, other colleagues and the company• Work collaboratively and positively with others across team boundaries to get the job done• Seek to build and nurture new relationships• Recognise and value everyone’s contribution• Remember we are all working together• Be loyal to my colleagues, my manager and the organisation

Team Structure



About the Role

Job Title: Procurement Assistant Apprenticeship
Level 3

Reporting to: Contract Manager and
Social Value Lead

Location: Acre Mill Outpatients
Procurement Team
Floor 3
Lindley
HD3 3EA

Depending on experience, candidates may be required to work from the office more in the initial 3 months to build up a relationship with the Contract Manager and Social Value Lead and relevant other stakeholders. This will move to 2 days minimum in the office with home working where possible. Travel to meetings, conferences and training as necessary.

Salary: Grade B – £22,429
Year 1 – 75% of Salary increasing to
100% at year 1 anniversary

Role Summary

Due to internal growth, we are looking for an enthusiastic Procurement Assistant to join our Contract Management and Social Value team. This is an exciting opportunity for someone who wants to begin a career in Contract and Supplier Management and gain a Level 3 Apprenticeship in Procurement and Supply. You will support the Contract Manager and Social Value Lead working with staff, suppliers and contractors to ensure products, goods, and services are delivered in line with contractual obligations, ethically and at competitive prices. Ensuring that CHS, the Trust and our partners follow procurement and contract policies, regulations, and best practice, to deliver savings and value for money.

The post holder:

- Support the Contract Manager and Social Value Lead in all aspects of contract management and social value administration
- Develop strong working relationships with all stakeholders, both internal and external, promoting a culture of shared responsibility for contract management, supplier management and delivery of contractual social value initiatives
- Work closely with the other procurement colleagues and divisional staff to ensure that all aspects of the contractual obligations are met including KPIs and contract milestones
- Full time apprentices will typically spend 18 months on-programme (before the gateway) working towards the occupational standard, with a minimum of 20% off-the-job training
- For level 3 apprenticeships and above apprentices without English and mathematics at level 2 must achieve level 2 prior to taking their End Point Assessment

Key Responsibilities

- This apprenticeship is designed to prepare successful apprentices to meet the requirements for registration as a Procurement & Supply Assistant with Chartered Institute of Procurement and Supply

Working Relationships & Contacts

- Contract Manager and Social Value Lead
- Head/Deputy of Procurement and Supplies
- E-Commercial and Contracts Officer
- Suppliers
- Operational and Divisional Managers/Heads of Service
- ICS / WYAAT Colleagues
- Category Towers
- Buying Team
- Finance Managers
- Locala
- Overgate

Main Tasks

- Support the Contract Manager and Social Value Lead in a wide range of contract activities, to enable best practice, including managing and monitoring contract activity via Atamis, logging information and data appropriately including; maintaining, keeping, and reporting up-to-date statistical and other data, all in line with the Public Contract Regulations 2015, Procurement Act 2024, Provider Selection Regime and local/corporate procurement policies
- Maintain the Atamis contract register to enable the E-Commercial and Contracts Officer to publish contract activity in line with Government policies
- Assisting with the monitoring of the commercial benefits and status of contracts, for example, spend and trend analysis through contract activity, cost-benefit analysis saving profile - forecast and actual; and may utilise that information to support procurement decisions and assist with supplier reviews
- Organise and prepare for annual contract management review meetings;
 - Diarise meetings in line with Atamis contract review dates
 - Manage internal and external attendees
 - Prepare the contract management meeting agenda
 - Collate stakeholder feedback on contract and supplier performance prior to the meeting
 - Minute contract review meetings and circulate
 - Keep a clear audit of meeting activity and decisions within the Atamis contract record

Key Responsibilities

- Conduct due diligence in contract management throughout the lifetime of the contract – including annual financial stability, insurance levels, sustainability KPIs, and ensuring that all legislative policies are in place
- Undertake market research, benchmarking, and stakeholder engagement in order to assist and inform the Contract Manager and Social Value Lead in their contract and social value process in line with the most appropriate policies on corporate and social responsibilities
- Provide reports and data to the Contract Manager and Social Value Lead to enable them to review contract expenditure against contracts and budgets to ensure value for money and achievement of all financial targets
- Monitor contract review and exit dates to be able to notify the Senior Category Managers and Procurement team of expiring contracts
- Challenge the organisational need for the purchase especially where Corporate Social Responsibility or value for money considerations suggest the procurement can be better channeled through existing assets or an existing contract
- Respond promptly to internal and external queries and requests for advice
- Contribute to the contract management processes ensuring that they meet both value for money and environmental and supply chain requirements
- Liaise with ICS/WYAAT colleagues and groups to be the representation voice of CHS/CHFT for collaborative procurement and contract activity across the region
- Investigate and resolve accounts payable and purchase order queries, ensuring that all necessary internal procedures e.g. goods receipting have been carried out

Savings

- Assist the Contract Manager and Social Value Lead, through ongoing contract management to identify efficiency savings for the organisation within the delivery of existing contracts
- Work collaboratively to deliver savings opportunities

Compliance

- Ensure that the Trust's Standing Financial Instructions (SFI's), Public Procurement Legislation, Social Value and CHS/CHFT and NHS procurement policies and procedures are adhered to at all times
- Assist in the implementation of operational policies and procedures and support activities which ensure compliance to accredited standards awarded to the organisation

Stakeholder

- Effective stakeholder engagement undertaken during contract activities to ensure best outcomes are achieved for all parties
- Develop strong working relationships with procurement colleagues and managers promoting a culture of shared responsibility for contract management and social value delivery

Key Responsibilities

Suppliers/Supply

- Supporting supplier management to ensure compliance to contractual arrangements, KPIs and specifications as well as providing support in the event of market disruption and supplier failure which causes an issue with supply/service delivery
- Monitor social value activity within the incumbent supply chain

Collaboration

- Supporting collaboration activities with other regional colleagues within ICS/WYAAT to rationalise products and suppliers, and agreeing and achieving savings and other value added benefits

Self Management

- Attend all mandatory training as required by the CHS/Trust
- Participate in the annual appraisal process including putting in place development plans
- Seek advice and support from line manager and other colleagues within the procurement team
- Be open to change, amend working practices in response to changes in process with a positive attitude
- Be open, honest, respectful and reliable
- Be enthusiastic and passionate when adhering to company values and engaging in your personal development

- Be attentive to the detail in any procurement and negotiation activity
- Be professional, impartial and unbiased in your communication, advice and recommendations to procurement stakeholders or colleagues



Job Description Cont.

Healthcare Associated Infection

- Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Company/Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'naked below the elbow' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Company has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities
- The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively
- The policies and procedures described below are located on CHFT's intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training
 - CHFT Safeguarding Children Policy
 - Safeguarding Board Procedures for Children (www.calderdale-scb.org.uk or www.kirklees.gov.uk/safeguarding)
 - CHFT Procedure for Managing Allegations of Abuse Against Staff who Work with Children/Adults
 - CHFT Safeguarding Adults Policy
 - Safeguarding Board Procedures for Adults (www.kirklees.gov.uk/safeguardingadults or www.calderdale.gov.uk)

Safeguarding

- The Company, via the Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation
- The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should contact your line manager immediately or in their absence your Director. Out of hours contact should be made with the Trust's on-call manager through switchboard

Job Description Cont.

Probationary Period

- All staff new to Calderdale and Huddersfield Solutions are required to undergo a 6 month probationary period (with the exception of staff on temporary or fixed term contracts for 6 months or less who are subject to separate arrangements)
- All existing CHS staff transferring internally to a new post within the company are required to undergo a modified probationary period of 3 months

Equality Impact

- Calderdale and Huddersfield Solutions aim to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership

Job Dimensions

(problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)

- Interested in procurement
- Attention to detail
- Analytical
- Negotiation and influencing skills
- Stakeholder Management
- IT literate

Performance Measures and KPIs

- Supporting delivery to Procurement deadlines
- Compliance with organisation procurement guidelines

Principles, Behaviours and Core Leadership Behaviours

Core Principles:

- We put the patient first
- We go see
- We do the must dos
- We work together to get results

Job Description Cont.

Core Behaviours:

- The attitudes and behaviours we expect from each other can be found in the staff handbook for new employees

Core Leadership Behaviours:

- To act as a role model for the Company.
- Supportive
- Responsive
- Compassionate
- Honest



Person Specification

The successful candidate will demonstrate the following;

	Criteria	Essential/ Desirable	Application/ Interview/ Reference
Qualification	<ul style="list-style-type: none"> Relevant experience to show good English, Maths and communication skills which can be demonstrated on the application form and at interview Good English skills and grammatically correct application Must not have qualifications at level 4 or higher in an admin or customer service related subject GCSE English grade 3 -9, (A*-D, or equivalent) GCSE Mathematics grade 3 -9, (A*-D, or equivalent) 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A</p> <p>A/I</p> <p>A</p> <p>A</p>
Experience	<ul style="list-style-type: none"> Experience of using computer systems Familiar with Microsoft office & keyboard skills Using Microsoft office packages Experience of using Emails and the internet Experience of using Microsoft Excel 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>
Training	<ul style="list-style-type: none"> Willingness to complete the apprenticeship training Willingness to attend CHS/CHFT in-house training Willingness to attend Government commercial training where relevant 	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p>

Person Specification

<p>Special Knowledge/ Expertise</p>	<ul style="list-style-type: none"> • A basic understanding of the NHS or Public Sector • Awareness of databases 	<p>D D</p>	<p>A/1 A/1</p>
<p>Practical/ Intellectual Skills/Personal Qualities</p>	<ul style="list-style-type: none"> • Good verbal and written communication skills • Desire to work in Administration/Customer service role • Able to complete allocated work within agreed timescales • Able to deal with a wide range of people across all levels internally and external to the organisation • Demonstrate self-motivation • Ability to learn new skills 	<p>E E E E E E</p>	<p>A/1 A/1 A/1 A/1 A/1 A/1</p>
<p>Health</p>	<ul style="list-style-type: none"> • Able to fulfil the health requirements of the post as identified in the Job Description, taking into account any reasonable adjustments recommended by Occupational Health 	<p>E</p>	
<p>General</p>	<ul style="list-style-type: none"> • Must be eligible to work in the UK • Ability to work in various locations throughout the network of services provided by Calderdale and Huddersfield Solutions Ltd 	<p>E E</p>	<p>A/1 A/1</p>

Benefits Package

CHS is an exceptional place to work. We employ in excess of 450 staff in a wide range of functions, ranging from cleaners, porters, retail and administrative staff to engineers and procurement specialists. In addition to a competitive salary and NEST pension employer/employee match scheme (up to 6% CHS contribution) we also offer a range of benefits as follows:-

- Extensive range of discounts on-line and in store at all your favourite retail outlets/Blue Light discount card for further savings
- Staff Lottery scheme
- On site restaurant (staff discount)
- Café serving Costa coffee
- Retail shop
- On site Nursery provision and generous Maternity/Paternity and Adoption schemes
- Workforce benefit team to support with a range of childcare provision/out of school clubs
- Salary sacrifice car and cycle schemes (subject to certain criteria)
- Career break scheme/Special leave policies/Flexible working opportunities
- On site Occupational Health service
- 24/7 Care First Employee Assistance scheme that provides confidential counselling and support/financial and legal help and advice
- Chaplaincy Services, Chapel and Prayer rooms
- Dedicated wellbeing hour each week

Personal Development

- Annual appraisal
- Excellent opportunities to progress and develop new skills
- Wide range of apprenticeships for new and existing staff
- Library and Learning Centres on each hospital site

Tenure

All staff new to Calderdale and Huddersfield Solutions are required to undergo a 6 month probationary period (with the exception of staff on temporary or fixed term contracts for 6 months or less who are subject to separate arrangements).

Pension

Automatic enrolment into the NEST pension scheme
Contributions: 5% from the employee and 3% from the employer and an employer/employee match scheme where if you decide to put extra into the scheme the company will match your additional contribution up to an extra 3%.

Sickness

No pay for first the first working day of absence.
During the first year of service: statutory sickness payment only.
More than 1 year and up to 2 years of service: 4 weeks full pay + 4 weeks half pay.
Over 2 years: 6 weeks full pay + 6 weeks half pay.
Over 5 Years: 10 weeks full pay + 10 weeks half pay.

Benefits Package

Maternity

Full pay - 8 weeks (2 months)

Half pay -18 weeks (4 months) +SMP then:

SMP only - 13 weeks (3 months)

Annual Leave

28 days (20 days plus 8 public holidays)

Annual Leave Purchase Scheme

Annual leave purchase scheme gives an employee the option to purchase one or two weeks' additional annual leave each leave year (pro rata for part time employees).

Personal/Professional Development

CHS strongly encourages and supports on-going personal and professional development for all staff.

Car Parking

Car Parking is available on site.



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