



# Head of Supply Chain

## Candidate Information Pack

Prepared by Castlefield Recruitment

# Welcome

*"Welcome, and a sincere thanks for your interest in joining us here at UHSussex.*

*Joining our Trust means becoming part of a vibrant, dynamic and diverse organisation. One that values everyone's contributions and the unique experiences and skills they bring. We believe in nurturing people, encouraging your development, and providing a supportive environment where you can thrive and make a real difference.*

*As an organisation we are compassionate, we are inclusive and we are respectful. These are our core values that support us to create a workplace where everyone feels included, respected and valued. We know that the diversity of our workforce helps us to better meet the needs of our patients and service users. Your skills and experiences will help us continue to be the compassionate organisation we are that works hard to deliver our vision of Excellent Care Everywhere to our patients, our people and our communities.*

*But we can only achieve our vision doing our best by our staff. So, our commitment to you is to make UHSussex a great place to work. From our health and wellbeing programme and staff networks to our learning and development initiatives, we encourage you to grow and develop here whilst looking after yourself and our patients.*

*Our hospitals are vibrant places where no day is the same. No matter the role you take with us you'll find it an exciting place to work and you'll be able to feel the difference you make and be valued for all that you do.*

*I look forward to welcoming you here at UHSussex.*

**Dr Andy Heeps**  
**Interim Chief Executive**

# About Us

## About the Trust

At UHSussex, we are responsible for all district general acute services for Brighton and Hove, West and Mid Sussex and parts of East Sussex.

We also provide specialised and tertiary services across Sussex and parts of the South East, including neuroscience, arterial vascular surgery, neonatology, specialised paediatric, cardiac, cancer, renal, infectious diseases and HIV medicine services.

We form part of Sussex Health and Care Assembly, working alongside the NHS, local government, and the third sector to integrate care and better meet our health needs now and in the future. Our shared vision is to reduce the gaps in health inequalities between the most advantaged and disadvantaged communities.

## Our Vision: Excellent Care Everywhere

Our strategy sets out a clear set of ambitions and commitments which will make a real difference to our patients, staff, partners and wider communities and help us to deliver our vision.

**Providing excellent care for our patients:** Fast, fair, high-quality care

**Providing excellent care for our communities:** Helping local people live well and thrive

**Providing excellent care together:** Becoming one UHSussex – united for success

**Providing excellent care for our people:** Supporting all our colleagues to be their best

**Providing excellent care for the future:** Being ready for the world ahead

## Our Values

Compassion, inclusion and respect: these are the values on which our culture is built. Developed by staff and patients, they reflect what matters to us most.

- We are **Compassionate** – we communicate and act kindly
- We are **Inclusive** – our teams work collaboratively
- We are **Respectful** – we behave professionally

These values underpin our strategy and show us how to deliver our Excellent Care Everywhere vision. They guide our choices, shape how we behave, and help us build a culture where everyone belongs.

We recognise and celebrate our values across the organisation in schemes such as our Everyday Stars platform, the Star of the Month scheme and our annual staff awards ceremony.

Find out more about our vision, values and strategy at:  
[www.uhsussex.nhs.uk/strategy](http://www.uhsussex.nhs.uk/strategy)



# Equal Opportunities Guidance

## Equality, Diversity & Inclusive

At UHSussex, diversity is our strength, and we want you to feel included to help us always put the Patient First. Your uniqueness and experiences will be part of our creative and innovative community where everyone is encouraged to be themselves and succeed. We have a range of inclusive leadership opportunities (e.g. coaching, education and training available to book on IRIS) and a range of staff networks.

## Support for Disabled Staff and Long-Term Health Conditions

We offer reasonable adjustments to reduce or remove barriers at work related to a disability which put you at a disadvantage.

You understand your health better than anyone else. Our managers and advisers will work with you to identify, record, put in place and monitor reasonable adjustments, whether within recruitment or at work.

Reasonable adjustments may include:

- Delaying formal management of sickness absence to allow changes to working hours, location and/or patterns.
- Providing specialist equipment and software to enable you to access information or manage your work differently.
- Making changes to the workplace, such as finding different ways to complete tasks.

UHSussex provide a Health and Wellbeing Passport where you will be able to document any reasonable adjustments and workplace needs.

## Disability

We are proud to be an accredited [Disability Confident \(Level 3\) Employer](#).

Under this scheme, you are guaranteed an interview if you have a disability and meet the minimum essential criteria in the person specification. There is a box you can select on your application that says you would like to be considered for an interview under these conditions.

*N.B.: The Equality Act (2010) defines a disability as “a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.”*

## Armed Forces

The Armed Forces Covenant is a promise by the nation ensuring that those who serve or have served in the Armed Forces, and their families, are treated fairly. It is given legal force by the Armed Forces Act 2021.

In line with our commitment to the Armed Forces Covenant and as a gold member of the Employer Recognition Scheme, the Trust has introduced the Guaranteed Interview Scheme to benefit veterans and currently-serving reservists and cadet force adult volunteers.

The scheme is open to candidates who are looking to join the Trust and for internal candidates who are already working for us and are moving roles internally. Candidates meeting the minimum essential criteria are guaranteed an interview. Please note this scheme is not a guaranteed job for veterans, reservists and cadet force adult volunteers.

# Equal Opportunities Guidance

For reservists, your line manager will do everything possible within service limits to ensure your work roster allows for you to attend your reservist training commitments. You are also entitled to up to two weeks' military-related leave in addition to your standard NHS annual leave allocation.

## Trans and Non-Binary Applicants

We take seriously the protections in the Equality Act for trans-gender individuals from unlawful discrimination and harassment in the workplace. We will never discriminate against applicants because they are transgender within recruitment, and we fully endorse the decision of the courts to extend these protections to non-binary individuals.

We understand that it can be challenging for trans and non-binary individuals to access employment opportunities if identity documents and other resources necessary for job applications have not been updated. Below we have included some links and resources that may be helpful in supporting trans and non-binary applicants.

## Resources

**Deed poll:** In order to provide evidence of a name change to obtain documents and other resources in your chosen name, you will need a deed poll. The Government provides [general information about deed polls](#) and [specific advice on how to create a deed poll](#).

**Identification (ID):** Employment checks will require you to provide ID to confirm your identity. For most trans and non-binary, the most accessible form of ID will probably be a driving license. [The Gender Identity Clinic NHS website](#) contains information on applying for a driving license and a passport. If you already have a driving licence, it does not cost anything to change your name or gender on your driving licence. You will have to pay a fee if you want to change your photo. [The DVLA website](#) has further information on changing your name and/or gender on your driving license.

**Gender Recognition Certificate (GRC):** [The Government website](#) has information on applying for a GRC, and links to other resources and organisations that may be helpful. It also provides signposting for intersex individuals, or individuals who have a variation in sexual characteristics.

**His Majesty's Revenues and Customs (HMRC):** In order to change your legal gender with HMRC, you will require a GRC. However, you will need to inform HMRC of any name change – guidance on how to do so can be found on the [HMRC website](#).

**Disclosure and Barring Service (DBS):** You may be required to undergo DBS checks as part of your employment with UHSussex. Trans and non-binary individuals who do not wish for previous name or gender information to be shown on their record can request the [confidential checking service](#). The application form itself is the same for all applicants.

**Exam certificates:** If you have exam certificates that require updating to your chosen name, you can contact the relevant exam board. Below are the relevant details for each exam board: [AOA](#) [CEA](#) [Pearson/EdExcel](#) [OCR](#) [WJEC](#): Please email [replacementcertificates@wjec.co.uk](mailto:replacementcertificates@wjec.co.uk) for further information.

# Job Description

|                       |                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>      | Head of Supply Chain                                                                                                               |
| <b>Band</b>           | 8B                                                                                                                                 |
| <b>Hours</b>          | 37.5                                                                                                                               |
| <b>Department</b>     | Commercial                                                                                                                         |
| <b>Division</b>       | Corporate – Chief Financial Officer                                                                                                |
| <b>Location</b>       | Royal Sussex County Hospital,<br>Brighton or St Richard's Hospital,<br>Chichester – post will involve travel<br>to all Trust sites |
| <b>Reporting to</b>   | Chief Procurement Officer                                                                                                          |
| <b>Accountable to</b> | Commercial Director                                                                                                                |

## Role Summary

The Head of Supply Chain is part of the senior Procurement Leadership Team at University Hospitals Sussex, reporting into the Chief Procurement Officer. The post-holder will lead the Supply Chain strategy, minimise supply chain disruption through their leadership of receipt, distribution and material management teams and work with peers in category management to improve overall performance enabling the Trust to treat more patients at reduced cost.

The post-holder will be responsible for the provision of a comprehensive supply chain service ensuring that all activities are compliant statutory standards and national procurement regulations, in addition to the Trust's Procurement Policy and Standing Financial Instructions. The post-holder will provide leadership to the Trust's Materials Management Service activities such as lean procurement, operational business planning, demand planning, inventory planning, lead time optimisation, product life cycle management, capacity planning and footprint planning.

The Head of Supply Chain will also have responsibility for the Procurement Systems team which managed all procurement systems including the e-procurement system, catalogue management system, contract management database and e-tendering system. The post-holder will lead on the development of these systems ensuring that these are utilised to their fullest extent including for reporting and analytical purposes.

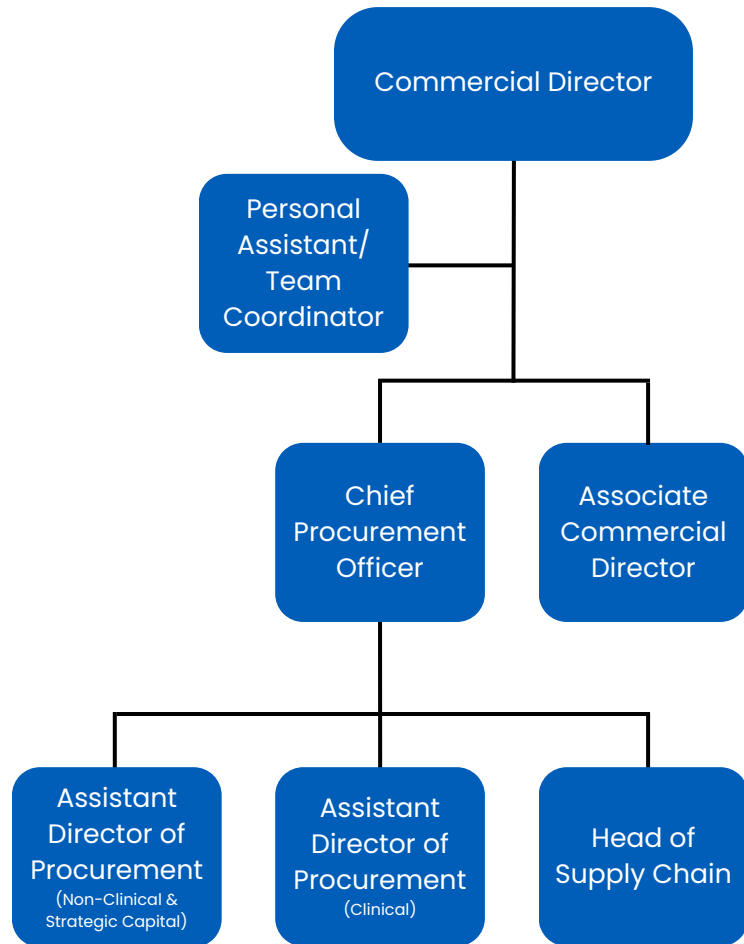
## Key Working Relationships

**Internal:** Executive Directors; Trust Directors; senior Operational and Clinical Managers; senior managers across the Trust including Finance Directorate, Programme Management Office, Estates and Facilities and IM&T. Procurement category management teams. FOI Team

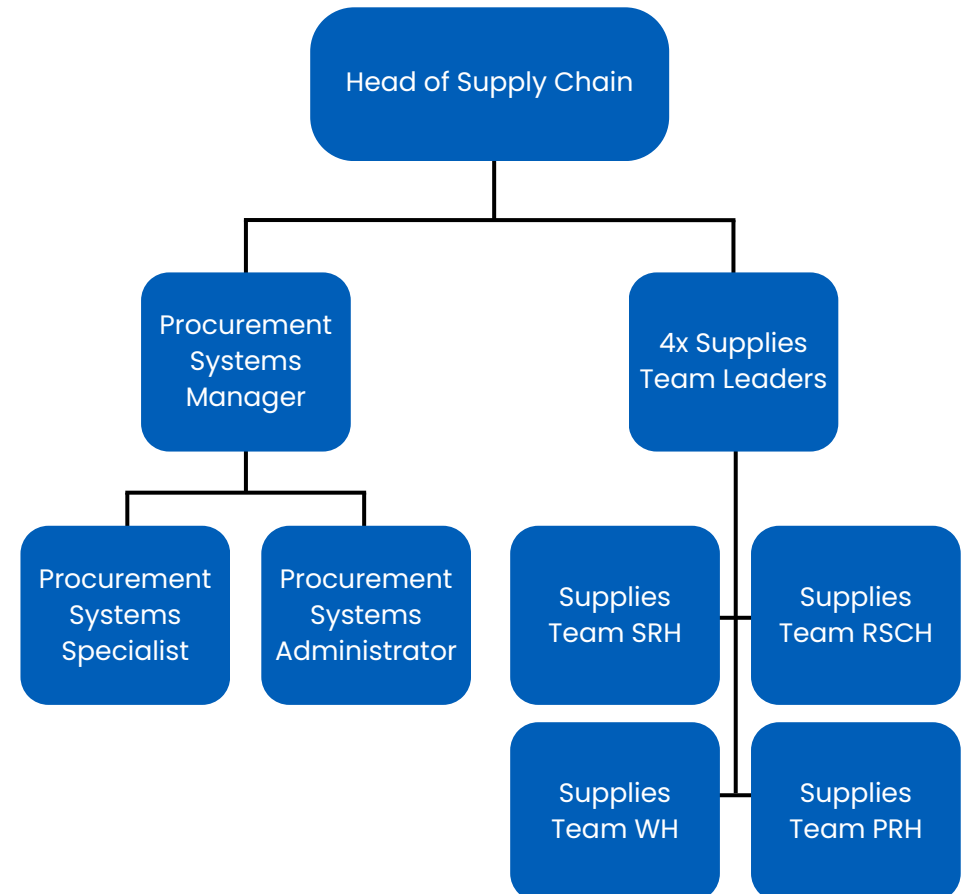
**External:** External suppliers, NHS Supply Chain and Category Towers.

# Structure Chart

## Procurement Leadership Team



## Supplies and Systems Teams



# Main Responsibilities

## Communication

- Engage with and influence stakeholders at all levels and in sensitive situations, delivering difficult messages where required to Executive and Trust Directors and senior clinical and operational leaders.
- Build and maintain the reputation of the Procurement and Supplies service as a highly professional and enabling business partnering service.
- Champion procurement and promote the benefits of leading procurement practices internally and externally, resulting in procurement having a visible and high profile within the Trust.
- Provide expert guidance and counsel in relation to procurement logistics, regulations and procurement-related areas of Standing Financial Instructions. This will include regular review of internal policy documents, proposing and implementing changes as required.
- Produce reports on supply chain activity for internal audiences including Sustainability Committee and Trust Management Board as well as external audiences including NHS England and the Sussex Health and Care Partnership.
- Participate in the response to Procurement & Supplies related Freedom of Information requests, liaising with the Trust's FOI team as needed and ensuring that statutory deadlines are met.

## Service Delivery and Improvement

- Analyse Procurement and Supply Chain data to identify trends to support the development of the service and inform future procurement activity, including increasing contract and catalogue coverage.

- Ensure the effective and efficient delivery of a high quality and comprehensive Materials Management and Receipt & Distribution service to the Trust.
- Ensure the accurate and timely processing of purchase orders for the Trust. The Head of Supply Chain may sign off purchase orders in line with Trust Standing Financial Instructions and Delegated Financial Limits.
- Effectively identify and manage risks and opportunities associated with supply chain activities across the Trust including managing the impact of any supply-side constraints.
- Establish clear, measurable and deliverable Key Performance Indicators (KPIs) to measure the progress and success of the supply chain function with an early warning system to identify those areas which deviate from plan.
- Manage and develop electronic procurement systems taking account of national requirements around GSI and PEPPOL.

## People Management and Development

- Lead, develop and manage the Supplies Teams across all sites and the Procurement Systems team, building a collaborative working environment and a culture of collaboration, innovation and continuous improvement.

## Patient Care Delivery

- Provide assistance to patients and visitors during incidental contact.
- Liaison and engagement with patients, patient representatives and patient advocates on specific projects as part of stakeholder engagement.

# Main Responsibilities

## Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.



# Person Specification

| Requirements                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | How Assessed                                                        | Desirable                                                                                                                             | How Assessed |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Experience/<br>Qualifications | <ul style="list-style-type: none"> <li>Senior leadership experience in Supply Chain Logistics.</li> <li>MCIPS, CILTS or Chartered Professional Status; OR</li> <li>Additional professional development through taught courses, seminars or other workplace experience, equivalent to a Masters level qualification; OR</li> <li>MBA or Masters Degree in a relevant field e.g. Purchasing, Supply, Logistics, Business etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | AF/I<br><br>AF                                                      | <ul style="list-style-type: none"> <li>It is desirable but not essential to have NHS experience in Supply Chain Logistics.</li> </ul> | AF/I         |
| Skills                        | <ul style="list-style-type: none"> <li>Communicates clearly and persuasively across all formats, including written reports, verbal discussions, and formal presentations.</li> <li>Able to present and explain complex commercial matters in formal and other settings to range of audiences.</li> <li>Able to influence and negotiate with senior managers within the Trust and in external organisations, where they must collaborate and achieve common goals with differing objectives and priorities.</li> <li>Excellent analytical skills, sound judgement and good problem-solving abilities.</li> <li>Ensures efficient planning and reliable execution to consistently deliver a high level of service including plans for the forthcoming year and in the medium term.</li> <li>Contributes to and implements robust policies and streamlined operational procedures to govern supply chain functions.</li> <li>Able to work to tight deadlines.</li> <li>Plays a key role in formulating and executing the overall procurement and supply chain strategy.</li> <li>Knowledge and understanding of electronic procurement systems and development of those systems</li> </ul> | I/A<br><br>I/A<br><br>I/A<br><br>I/A<br><br>I/A<br><br>A<br><br>I/A |                                                                                                                                       |              |

# Person Specification

|                                 |                                                                                                                                                                                                                                                                                                                                                            |                      |                                                                                                                                                            |   |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| People Management & Development | <ul style="list-style-type: none"> <li>• Drives transformative change by providing strong leadership and developing high-performing teams.</li> <li>• Skilled in staff management, staff development and recruitment.</li> <li>• Experience in delivering training and developing procurement and commercial awareness in non-specialist staff.</li> </ul> | AF/I<br>AF/I<br>AF/I |                                                                                                                                                            |   |
| Specific Requirements           | <ul style="list-style-type: none"> <li>• Experience in procurement leadership positions within a complex, service-delivery focused organisation.</li> <li>• Knowledge and awareness of developments in NHS Procurement operating model.</li> </ul>                                                                                                         | AF/I<br>I            | <ul style="list-style-type: none"> <li>• Knowledge and understanding of NHS 10 Year Plan and other policy developments that will affect the NHS</li> </ul> | I |
| Freedom to Act                  | <ul style="list-style-type: none"> <li>• Able to act independently and interpret Trust policy and guidance in relation to own work area.</li> <li>• Sets and updates personal and team objectives in line with changing service needs and demands.</li> </ul>                                                                                              | AF/I<br>AF/I         |                                                                                                                                                            |   |

# Benefits Package

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

- Salary – £64,445 – £74,896
- 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 23.78%, tiered employee contribution rates.
  - Options for early retirement or flexible retirement.
- Ill-health, life assurance and family benefits.
- 37.5 hour working week.
- Hybrid working available- with an ability to work from home 1-2 days per week.
- Parent pay and leave
  - This includes: maternity, maternity support (paternity), adoption, surrogacy and shared parental leave
- Learning and development opportunities

UHSussex 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 Us

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