



Head of Procurement & Supplies

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Welcome

I am delighted to offer you the opportunity to apply for the role of Head of Procurement and Supplies with Calderdale and Huddersfield Solutions Ltd (CHS).

CHS are a wholly owned subsidiary of Calderdale and Huddersfield NHS Foundation Trust, delivering estates, facilities, clinical engineering & decontamination, devices training, procurement, and outpatient pharmacy services across West Yorkshire.

As a relatively new company, we have already achieved significant recognition, including the Huddersfield Examiner Business Award (Community) 2021/22 and being ranked among the top 100 companies in Kirklees every year since 2021.

Our Estates team recently won three national trophies at the Building Better Healthcare Awards in London, including 'Best Covid Building Design Project', 'Best Covid Project Team', and the prestigious 'Clinicians' Choice' award. In addition, our Materials Management team received an 'Above and Beyond' Award from the Yorkshire and Humber Procurement Skills Development Network for their outstanding work during the pandemic. Recently we have won the Kirklees Business Recycling Hero Award, estates have Refurbishment Project of the Year for the Rainbow Unit in Elland.

CHS is a great place to work, offering the right candidate the opportunity to grow and develop as part of our award-winning team. Please see the attached job description and person specification for full details.

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

Stephen Shepley

Finance & Commercial Director

Calderdale and Huddersfield Solutions Ltd

Our Organisation

Background to the Organisation

Calderdale and Huddersfield Solutions Ltd (CHS) employs over 520 staff across a wide range of functions, from cleaners, drivers, catering, retail, and portering staff to engineers and procurement specialists.

We are developing an ambitious commercial strategy focused on innovation, collaboration, and sustainable growth, with significant development planned over the coming years. This is an exciting time to join our team and help shape the future of our services.

Overview of Calderdale and Huddersfield Solutions Limited

Calderdale and Huddersfield Solutions Ltd (CHS) is a wholly owned subsidiary of Calderdale and Huddersfield NHS Foundation Trust (CHFT). We provide a fully managed suite of healthcare support services, including estates, facilities, medical engineering, outpatient pharmacy and procurement. CHS adds value to CHFT by delivering high-quality, cost-effective services and managing developments and operational risk, enabling the Trust Board to focus on clinical care. Our responsibilities include managing contracts on behalf of CHFT, overseeing procurement and contract management, and providing a comprehensive range of estates and facilities services. In addition, CHS plays a key role in regional collaboration initiatives and supports major capital development projects, including the £200m reconfiguration of CHFT's hospital estate. CHS is led by a Managing Director and a dedicated team of directly employed staff who deliver these services across the organisation.

Our location

Our local area boasts some of the most beautiful scenery in the UK and is rich in culture, featuring award-winning TV dramas such as BBC's Last Tango in Halifax and Gentleman Jack, and ITV's Happy Valley and Riot Women.

CHS is based at Huddersfield Royal Infirmary, just four miles from Calderdale Royal Hospital in Halifax, where some of our services are located. We are ideally positioned between Leeds Bradford and Manchester airports and within easy reach of Huddersfield and Halifax railway stations, offering excellent rail links to Leeds, Manchester, York, Liverpool, and London.

Huddersfield Royal Infirmary is situated in the village of Lindley, which offers a range of local amenities including supermarkets, independent shops, bars, and restaurants. Public transport is on the doorstep, and Huddersfield town centre is within walking distance. Calderdale Royal Hospital is located in Halifax, a short 15-minute drive from Huddersfield, with a free shuttle bus running regularly between both sites.

Our Organisation

The surrounding area provides a wide choice of housing, and a large number of schools rated 'Good' and 'Outstanding' by Ofsted, making it an excellent place for family life and work-life balance. With the Yorkshire countryside and national parks close by, residents enjoy affordable living, scenic walks, and a wealth of outdoor activities.

Scope of Calderdale and Huddersfield Solutions Limited

CHS has contracted with Calderdale and Huddersfield NHS Foundation Trust (CHFT) to provide:

- **Estates and Facilities Services** at Huddersfield Royal Infirmary.
- **Procurement Services** across all Trust sites (excluding some procurement undertaken by the PFI partner at Calderdale Royal Hospital).
- **Estates, Facilities, and Procurement Services** to premises owned by other agencies, such as NHS Property Services Ltd.
- **Capital Development Services**, including the £200m reconfiguration of CHFT's services and estate.
- **Outpatient Pharmacy Services** across CHFT.

Included Services

CHS delivers the following services for operated healthcare facilities:

- **Estates Services:** Estate development, maintenance, repair, and health and safety for a fully functioning hospital environment.
- **Facilities Services:** Cleaning, portering, transport, linen, catering, retail, waste management, and car park management.
- **Procurement Services:** Strategic procurement, transactional buying, materials management (stock, supply, and distribution), regional collaboration, and contract management of all non-pay items.
- **Clinical Engineering:** Full management of medical devices, including procurement, maintenance, and repair.
- **Outpatient Pharmacy Services:** Dispensing outpatient medicines via dispensaries at Huddersfield Royal Infirmary and Calderdale Royal Hospital.

As Head of Procurement and Supplies, you will play a pivotal role in ensuring these services are delivered efficiently and in line with CHS's strategic objectives. We are committed to embedding sustainability and innovation across all procurement activities, supporting greener supply chains and smarter solutions that deliver long-term value.

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

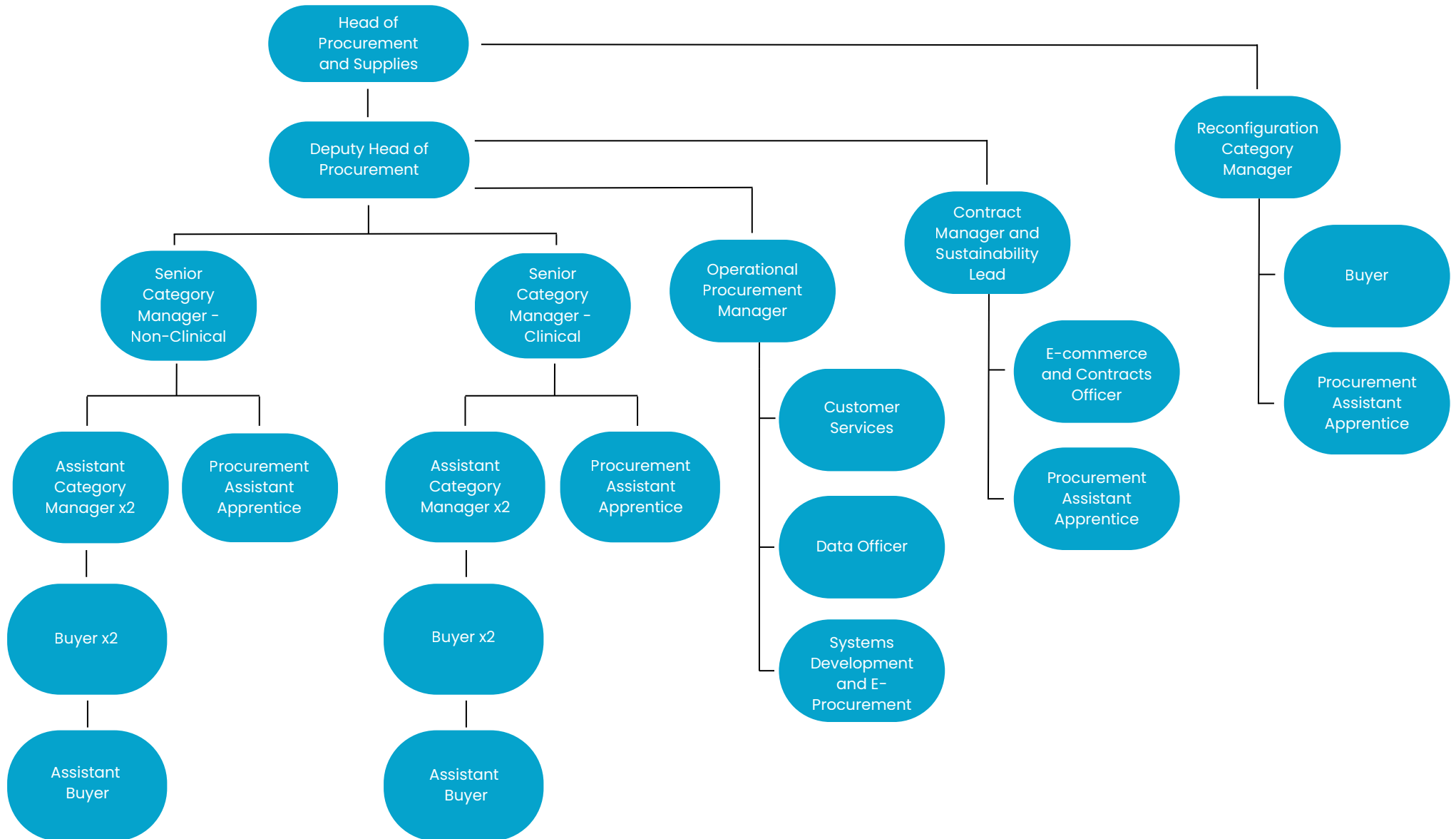
There are 7 principles with descriptions of associated behaviours to ensure there is clarity about 'the way we do things around here' and to understand our expectations of each other.

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: Head of Procurement and Supplies

Reporting to: Finance and Commercial Director

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

Candidates will be required to work from the office full-time in the initial 3 months. This will potentially move to 2/3 days minimum in the office with home working where agreed. Travel to meetings, conferences and training as necessary.

Salary: £80,000

Role Summary

The post holder:

- Provide strategic procurement leadership to support the operational and strategic objectives of CHS and its Procurement and Supplies Team.
- Lead and represent the Trust and CHS in all WYICS regional collaboration opportunities.
- To provide specialist expert procurement and commercial contracting advice to all internal stakeholders.
- Develop strong working relationships with all stakeholders, both internal and external to the Trust, promoting a culture of shared responsibility for commercial and procurement issues within the context of CHS's objectives.
- Drive and deliver in conjunction with Trust wide teams the directorates approach to ongoing cost improvement programs on a forward plan basis that is robustly and transparently tracked and transacted.
- Keep CHS safe, by ensuring procurement and contracting activity is undertaken in line with CHS policies and procedures and wider public sector procurement guidelines
- Deliver key objectives including identifying opportunities for CIP savings locally and across the WYICS.
- To maximise value from the supply chain by developing and leading on strategic procurement across all non-pay expenditure.
- To develop and manage the Trust's Procurement Strategy, including regular review against national best practice standards, sustainability, local supplier development and collaborative opportunities.
- To manage delivery of the Trust's procurement service, people, process, and systems.

Responsibilities & Duties

- To ensure contract compliance of all expenditure and pursue procurement excellence through the development and implementation of effective and efficient processes.
- To actively raise and maintain the profile of Procurement throughout the Trust.
- To support and advise clinical and support service managers on procurement matters and achieve targeted, cash-releasing procurement savings on relevant non pay expenditure and achieve sustainability targets.
- To provide leadership and management of the procurement department staff, instilling a culture of Learning & Development across the team.
- Ensure compliance with appropriate standards and regulation including the Public Contracts Regulations, Procurement Act, Provider Selection Regime, Trust Standing Orders and Standing Financial Instructions.
- Participate in and support Trust wide initiatives as a senior leader in the organisation.
- Promote key relations with regional and national bodies such as the West Yorkshire ICS, NHSE, Department of Health and Social Care, NHS Supply Chain, NHS Procurement hubs, Health Care Supplies Association (HCSA), and other commercial partners, attending regional and national forums as required.
- Actively participate in the ICS Provider Procurement Collaborative
- Manage the Procurement Team, including the resolution of any HR issues that may arise.
- Ensure that the Company applies best practice procurement methodology to all their procurement activities and thereby ensures a balanced approach is taken to costs / benefits / risks and quality.
- Deliver an effective procurement service that delivers against its Service Level Agreements (SLA's) and agreed Key Performance Indicators (KPI's).
- Acting as a Business Partner to the Trust and stakeholders including the Managing Director and Finance Director, advising on procurement and commercial issues relating to external contracts.
- Ensure that the company's Material Management Service provides an effective fully managed service to all wards and departments in line with its KPI's.
- As necessary negotiate contracts and tenders on behalf of the Company.
- Be a proactive member of various groups across the Company and Trust, contributing to effective decision making and continuous improvement.

Key Responsibilities

Strategic and Planning

- To implement the Trust-wide procurement strategy and underpinning policies and procedures, which deliver best use of non-pay resources and support sustainable procurement.
- To develop and deliver Procurement work plans including cost improvement plans, to deliver procurement savings, as part of Annual Planning in partnership with teams across the organisation.

Responsibilities & Duties

- Be part of developing and implementing the Company's commercial strategy ensuring that changing national policies and priorities are reflected and extend the use of technological solutions to improve upon the service, including the management of e-procurement, e-requisitioning and developing e-invoicing.
- Ensure the procurement of goods and services is subject to compliance with relevant standing orders and standing financial instructions and also complies with Procurement legislation where necessary.
- Ensure targets on savings against non-pay spending are achieved, in particular an ongoing reduction in non-pay costs (proportional to volume) through ongoing supplier review including logistics provision with suppliers.
- Ensure that the Procurement and Supplies team is actively involved in managing all areas of influenceable spend through effective category management.
- Setting up standard procedures and documentation to be used for all procurement matters within the Company and Trust.
- Ensuring current contracts for maintenance and support are delivering to agreed service levels, challenging suppliers and re-negotiating payments based on performance as required and delivery of regular reporting around progress and contractor service delivery.
- Regularly review existing procedures and systems to establish an effective, high quality and integrated service, ensuring that performance standards are set, monitored, and met.
- Oversee the development and maintenance of the central database of all commercial contracts and future work plans. Ensure that the database is maintained and used as a tool to focus the organisation's procurement plans.
- Through the effective development of a short-, medium- and long-term work plan, provide managerial expertise on the review process for all commercial contracts which notifies service leads/contract leads of the planned review dates, develops a rolling procurement work plan and a timetable to support the process, ensuring reviews/re-tendering take place within a realistic timeframe.
- Manage and develop procurement staff, providing opportunities for learning and development using internal HR teams, Skills Development Network, Health Care Supplies Association, and other regional and national solutions.
- Participate in and support initiatives as senior leader in the organisation.
- Provide relevant advice, expertise, and support to departments on market testing, capital procurement, and other major Procurement activities, including advise on the existing Trust governance requirements and the requirements under UK procurement law.
- Manage the budget of the procurement function.

Health & Safety

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.

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.

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.
- 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 CHS'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)

Person Specification

The successful candidate will demonstrate the following;

	Essential	Desirable	Assessment Criteria
Qualification	<ul style="list-style-type: none"> Professional procurement qualification or be able to demonstrate equivalent experience at a senior level in a complex environment. Experience of leading procurement services at a senior level in a complex environment. Degree or relevant professional or management qualification. 	<ul style="list-style-type: none"> Professional procurement qualification Related professional qualification / membership of professional body (commercial, sales and marketing or business) or equivalent experience. 	Application
Knowledge and Skills	<ul style="list-style-type: none"> Evidence of strong leadership skills with the ability to motivate and inspire teams through periods of significant change. Working knowledge of Category Management Excellent, clear written / oral communication Conscientious, logical, and negotiating skills Conflict resolution Plan and organise own work within broad professional policies Attention to detail / accuracy 	<ul style="list-style-type: none"> Knowledge of Medical & Surgical products Trust Standing Financial Instructions Public Contract Regulations 2015 Local Purchasing Understanding of customer requirements pertinent to the healthcare industry Understanding of e-Commerce 	Application, Interview and Reference
Experience	<ul style="list-style-type: none"> Experience of working in a large organisation with complex management structures Extensive procurement experience including complex and varied contracts Experience of managing and leading a team to deliver excellent results 	<ul style="list-style-type: none"> Knowledge of NHS procurement regulations and the procurement procedures of an NHS Trust OJEU/FTS tendering experience 	Application, Interview and Reference

Person Specification

	Essential	Desirable	Assessment Criteria
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Commitment to “excellent performance” for self and whole team. • Results oriented with a “no boundaries approach” to resolving issues. • Self-awareness. Openness and honesty. • Personal resilience. • Ability to work under pressure. • Probity and integrity. • Fairness and consistency. 		
General	<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 • Must be eligible to work in the UK. • Ability to work in various locations throughout the network of services provided by the Company/Calderdale and Huddersfield NHS Foundation Trust. 		Application, Interview and Reference

Benefits Package

Calderdale and Huddersfield Solutions Ltd (CHS) is an exceptional place to work. We employ in excess of 520 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 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

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 or SIPP
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

33 days (25 days plus 8 public holidays) plus the opportunity to earn an additional 5 bonus days

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.



Contact Us

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