

Northumberland Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Procurement Business Partner (Healthcare Portfolio)	<b>Director/Service/Sector:</b> Procurement Shared Service		<b>Office Use</b>
<b>Band:</b> 12	<b>Workplace:</b> County Hall		JE ref: Z124 HRMS ref:
<b>Responsible to:</b> Head of Procurement Shared Services	<b>Date:</b> October 2014	<b>Manager Level:</b>	
<p>Job Purpose: The role is extremely important to the future success and reputation of the Shared Procurement Service and the post holder will be expected to successfully demonstrate a number of key skills in terms of customer relationships, service delivery, negotiation, leadership, management, commercial awareness and professionalism.</p> <p>The key outcome will be to lead a new unified procurement contracting team and to successfully develop, maintain and deliver the Procurement Shared Service procurement and commercial work programme. This will support and lead where appropriate, the delivery of the required cost improvement programmes of the stakeholder organisations (Northumberland County Council, Northumbria Healthcare Foundation NHS Trust and North Cumbria University Hospitals NHS Trust). The post holder will be required to provide and initiate leadership, management and advice, on all Procurement and Shared Service Management-related issues, including:</p> <ul style="list-style-type: none"><li>• Strategies for standardisation and cost reduction, multi-organisation procurement strategy, impact assessments on Local and European Regulations, Formulate workload planning for the department.</li><li>• To provide effective co-ordination and management in the shared service, including the setting and achievement of business targets and performance management.</li><li>• To make an innovative and effective contribution to the Corporate Management of the Division, Directorate and County Council, as well as the equivalents in NHS stakeholder organisations</li><li>• To effectively and efficiently manage resources from across the shared procurement service on specific/ad-hoc projects in a collaborative manner; across multiple stakeholders</li><li>• To instil and continuously encourage a culture of Customer Care and Engagement across the shared service.</li><li>• To actively contribute towards the productions of all stakeholder organisations' medium and long term financial plan.</li><li>• To ensure all stakeholders meet their legal requirements in relation to European procurement law</li></ul>			
<b>Resources</b>	Staff	Manage, oversee and lead/advise a team of between 6 – 9 FTE professional procurement specialists, and, as necessary Interims and Sub-Contractors providing additional service support.	
	Finance	Effectively and proactively manage the creation of goods and service contracts and service level agreements with contractors, suppliers, providers and partner organisations. Proactively contributing to the efficient and effective running of the team, including leading on the effective management of resources allocated. To manage and direct analysis and opportunity assessment of influencable external third party spend portfolio (up to an estimated £200M). To proactively identify procurement and commercial opportunities to reduce spend and/or increase income	
	Physical	Design, maintain and operate significant corporate databases that are commercially sensitive across multiple organisations. Ensure all relevant data is maintained, updated and utilised in the most efficient format possible.	
	Clients	Leads, develops and oversees procurement activity and cost improvement programmes that's have a significant impact on delivering cost improvements for stakeholder services. Ensure compliance with relevant legislation, national strategies, policies and procedures across multiple stakeholder organisations	

	<p>and their individual and specific requirements.  Regular communication with Executive Directors, Heads of Service, Operational Managers, Elected Members, and Clinicians across the stakeholder organisations. In addition interaction within external organisations such as regional local authority and NHS groups, Department of Health etc</p>
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**Duties and key result areas:**

1. Proactively manage and, in conjunction with the relevant Head of Service/NHS Business Service Leads, delegate and direct the financial, human (including sub-contractors), and physical resources of the service to effectively achieve the corporate objectives of each stakeholder organisation.
2. Continuously ensure that services operate effective performance management procedures and that both staff and service development is fully supported through appraisal, training and development and to develop systems that effectively link in with all stakeholder organisations ethos and the shared service strategy.
3. To effectively supervise staff by co-ordinating and delegating work, as appropriate, providing clear guidance and motivating multi-skilled teams and individuals to achieve service objectives for both the Shared Service and individual stakeholder organisations. Implement quality standards, planning and workforce development processes, within the service and assist in the recruitment, selection, induction, discipline, training and development of staff within the service, as appropriate.
4. Continuously encourage, promote and review effective partnership arrangements, for the delivery of high quality services, through proactive, effective and constructive relationships both internally (all stakeholder organisations) and with external organisations.
5. To review, interpret, explain and enforce all stakeholder organisations' statutory and regulations, ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation.
6. To present reports on behalf of the Head of Service to the Executive, Scrutiny and other Committees as required. This will include a range of Committees within stakeholder organisations which will have a different format depending on the organisation and will require adaptation depending on the audience.
7. To contribute to the preparation and evaluation of business cases, taking into consideration the different needs of the different stakeholder organisations.
8. To be responsible for the developing and managing productive and influencable relationships with senior level clients (both clinical and non-clinical) in allocated spend areas within the stakeholder organisations (NHS and LA), ensuring all business needs which require professional procurement/commercial advice and guidance is given in a suitable manner and client expectations are met or exceeded.
9. To be personally responsible for developing and maintaining the highest level of relationship management with senior managers and clinicians in both the NHS organisations and the Council. This will include securing stakeholder confidence through effective marketing of the procurement service and delivery of the required strategic and operational stakeholder procurement and commercial priorities (which may be different for each stakeholder organisation)
10. To be responsible for successfully developing, implementing and performance managing the Shared Procurement Service procurement and commercial work programme in area of allocated spend, which will require detailed knowledge and innovative thinking on alternative and optimum commercial models and procurement options and strategies to ensure value for money is at the heart of all decision making.
11. To lead on complex negotiations on a range of differing types and value of contracts in sometimes challenging, conflicting and sensitive environments, including pricing structures, performance mechanisms, commercial transfer issues, conditions of sale and warranties, and to be the first point of contact for issues of formal contract dispute.
12. To represent the Shared Procurement Service and clearly, concisely and confidently present issues and recommendations to groups of Directors and Senior Managers/Clinicians within the stakeholder organisations and externally to key suppliers, providers, contractors and other partners
13. The post holder will be required to work in an integrated management style across multiple organisations with often different customs and practices, and will be required to foster close and effective working relationships with other senior managers across these different organisations.
14. To provide consistent, legally compliant and often complex procurement and commercial advice and guidance to the senior managers and Directors in the Stakeholder organisations to assist decision making
15. To lead the change management required to bring together a successful Shared Procurement Team, including motivating and mentoring staff including leading by example, and encouraging staff development and
16. Participate and lead where required, in relevant internal and external working groups/ projects, services and initiatives to provide project information and analytical procurement and commercial advice/expertise to the different Shared Service stakeholders.
17. Provide training and presentations where appropriate both externally and internally to a wide range of stakeholders including Executive Directors, Elected Members, Heads of Service, Clinicians, Senior Managers, suppliers and providers and be expected to change the style and content as appropriate to the audience

18. To work on their own initiative and will have a high level of independence, alongside being an effective member of a Shared Procurement Service Management Team.
19. To continually review and lead the development of reports and production and interpretation of Key Performance Indicators for the Shared Service Management Board
20. To provide professional input in the development of the Shared Procurement Service Business Plan and Commercial Strategy

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.

Expenditure/Portfolios of spend areas assigned may change as the Procurement work programme will be driven by stakeholder demand for procurement activity  
Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Frequent car use with regular need to visit sites across the Procurement Shared Service stakeholder premises – full valid driving licence and access to a car is required.
Working patterns:	Occasional regional and national travel.
Working conditions:	Flexible and occasional out of hours work required A primary sedentary office based position with little exposure to unpleasant or disagreeable working conditions

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**PERSON SPECIFICATION**

Post Title: Procurement Business Partner (Healthcare Portfolio)		Director/Service/Sector Shared Procurement Services	Ref: Z124
Essential	Desirable		Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"><li>First degree or equivalent standard of education</li><li>Relevant professional qualification</li><li>Comprehensive working knowledge and understanding of relevant public sector procurement legislations, regulations and professional best practice</li><li>Knowledge and understanding of current public sector procurement issues and challenges across a range of organisation type i.e NHS and Local Government</li><li>Thorough understanding of contemporary issues within the service.</li></ul>	<ul style="list-style-type: none"><li>Masters Degree</li><li>Evidence of recent continuing professional development</li><li>Project Management</li></ul>		
Experience			
<ul style="list-style-type: none"><li>Recent extensive experience and consistent successful managerial achievement within an organisation of comparable scope and complexity</li><li>Minimum of 10 years relevant experience, including recent extensive and consistent successful managerial achievement within an organisation(s) of comparable scope and complexity</li><li>A demonstrated track record of preparing, delivering and performance managing multiple procurement and commercial work programmes for the purposes of delivering the required outcomes, cost reduction and/or income generation within agreed timescales</li><li>Experience and a proven track record in the formulation and delivery of strategies and polices within an organisation of comparable scope and complexity.</li><li>Experience and demonstrable success in the management of change and of securing the support of others in the process.</li><li>Experience of resource management within a comparable organisation.</li><li>Experience of managing high value complex projects with multiple stakeholders</li><li>Experience of leading teams and significant change management, including a demonstrated track record of leading and managing procurement teams and delivering outcomes that require collaborative approaches both within individual organisations, stakeholder organisations and external partners.</li></ul>	<ul style="list-style-type: none"><li>Experience of working in a shared service environment and/or providing services to other organisations</li><li>Experience of delivering alternative service delivery models/commercial models</li></ul>		
Skills and competencies			
<ul style="list-style-type: none"><li>Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture.</li><li>Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.</li><li>Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems</li><li>Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members,</li></ul>			

<p>and other stakeholders.</p> <ul style="list-style-type: none"> <li>• Exercises judgement in complex situations, making judgements as an “expert in field”</li> <li>• Excellent written and verbal communication skills with the ability to adapt to the audience</li> <li>• Provide and receive complex, sensitive and sometimes contentious information, and be able to present this type of information to large and influential groups</li> <li>• The ability to persuade Heads of Service and Senior Managers of the respective merits of different procurement and commercial options, innovation and market opportunities</li> <li>• Solution focused with the ability to respond to sudden unexpected demands and to translate complex information to an appropriate level and recommend courses of action</li> <li>• Strong planning skills, using available information sources, and with the ability to understand and work to tight and sometimes conflicting deadlines</li> <li>• Ability to deliver results through using a range of levers in the absence of direct line management responsibility</li> <li>• Ability to make decision autonomously, when required, on difficult issues, and understand when to escalate</li> <li>• Ability to drive team delivery by robust performance management, sharing of knowledge and role modelling effective commercial behaviours</li> <li>• Strong planning skills, using available information sources, and with the ability to understand and work to tight and sometimes conflicting deadlines</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Occasional unsocial hours and travel requirements</li> <li>• Some lengthy periods of enhanced concentration</li> <li>• Able to prioritise and regularly meet challenging and often conflicting deadlines</li> <li>• Work under pressure within a consistently changing environment</li> <li>• Actively participate and lead change management</li> <li>• Able to relate to people at all levels in the various stakeholder organisations</li> </ul>		
<b>Other</b>		
<p>The ability, personality and conduct which demonstrates credibility, and trust that engages confidence to colleagues, the Shared Service Stakeholders and external partners</p> <p>Ability to calm, empathise and negotiate with colleagues, staff and external suppliers/providers to the stakeholder organisations</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits