

JOB DESCRIPTION

Job Title: Procurement Advisor

Pay Band: Band 6

Hours: 37.5

Accountable to: Deputy Head of Procurement

Location: NHS Resolution Leeds Office or Hybrid

Purpose: The post holder is expected to fully understand, embrace and uphold NHS Resolution's Purpose and Values:

"To provide expertise to the NHS on resolving concerns fairly, share learning for improvement and preserve resources for patient care."

Values: **Professional**
Being an organisation which operates to the highest possible professional standards.

Expert
Being the centre of expertise for resolving claims, disputes and concerns about performance.

Ethical
Having high standards and doing the right thing.

Respectful
Dealing with customers, colleagues, patients and the public in a considerate and respectful way.

Key Working Relationships

Internal

- All NHS Resolution staff

External

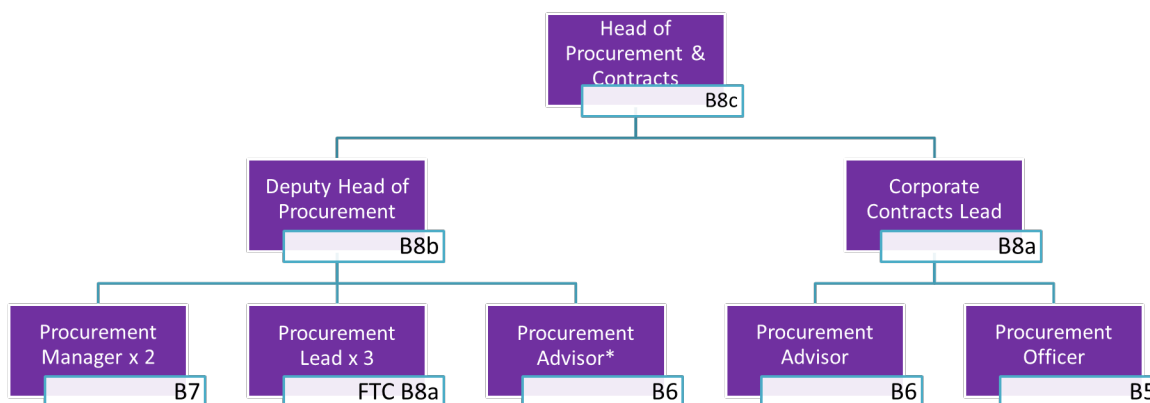
- NHS Bodies
- Department of Health & Social Care
- Crown Commercial Services
- Other External Stakeholders
- Suppliers

Job Summary

The post holder is responsible for the efficient and effective delivery of contract and procurement processes across NHS Resolution.

The post holder provides expert advice and guidance to internal stakeholders on contract and procurement matters and works with key personnel to ensure full compliance with contract and procurement regulations.

Organisation Chart



* This post

Main Duties and Responsibilities

Communicates Effectively

- Develop strong and collaborative working relationships to support business areas with procurement planning within projects and business plans, ensuring any procurement is carried out in line with procurement legislation and Government Commercial Operating Standards.
- Provide advice on contracting and procurement to business areas.
- Support the business areas with negotiating contractual issues.
- Undertake presentations to staff and provide training sessions on contract and procurement good practice.
- Communicate statutory procurement regulations to all staff.
- The role also requires sensitivity and tact when dealing with any contract disagreements or complaints in relation to a tender process by bidders.

Analytical and Judging Skills

- Analyse business cases and/or procurement requests and offer advice on the best procurement route.
- Develop appropriate evaluation methods for tenders.
- Produce regular procurement reports and outputs as appropriate to support service delivery, strategic planning and contract monitoring. These may be required by internal senior management team, DHSC or Cabinet Office.
- Complete performance reviews of each contracted service and Service Level Agreements and produce reports for relevant governance groups.
- Use judgement necessary to know when to seek advice and/or provide a briefing for line Manager to obtain a view of a situation.
- Analyse returns for high value contracts.

Planning, Organising and Delivering on Goals

- Support the development of a procurement plan to support the NHS Resolution business plan and strategy, ensuring support is available to the business areas.
- Assessment of risks through the delivery of a procurement project.
- Assessment of risks in contracts.
- Able to manage a complex workload, including: development of procedures, performance management and external relationship management.
- Prepare tender documents.
- Maintain Contracts database.
- Publish to external websites on tender completion.

Policy and Service Responsibilities

- Develop and implement contract and procurement policy and procedures for NHS Resolution.
- Ensure all governance requirements are considered in contract and procurement policies and procedures as required.
- Ensure all contract templates contain governance requirements as well as standard terms and conditions.

Financial and Physical Responsibilities

- Support Business Areas in the review of contract performance against financial targets.
- Support business areas with procurement to identify value for money.
- Support business areas in identifying expiring contracts ahead of time.

Develops Self, Others and Team

- Provide training to NHS Resolution staff of all levels in procurement and contracting processes.
- Participate in the Annual Performance Appraisal process, sourcing and undertaking training as identified in the Personal Development Plan.

Information Resources

- Maintain a database of all contracts and tenders. Supported by electronic and physical copies of all contracts and tender materials.

Effort and Working Environment

Physical effort

- Office based post which requires the post holder to sit in a restricted position for the majority of the working day; the post holder will be required to undertake light physical effort when carrying laptop and documents between NHS Resolution offices or meetings and events.

Mental effort

- Occasional prolonged concentration required when drafting tender and contract documentation, producing reports and analysing tender and contract information. Flexibility is required due to the unpredictable nature of demands on workload and interruptions on a daily basis.

Emotional effort

- Rare direct exposure to emotional circumstances. Deal with contract grievances and supplier complaints.

Working conditions

- Normal office conditions with a requirement to use a computer for the majority of the working day. The post holder will be required to travel to attend external meetings on an occasional basis via public transport.

Further Information

1. The post holder must ensure that personal information for claimants, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the *Data Protection Act/General Data Protection Regulations 2018* and the *Common Law Duty of Confidentiality*.
2. The post holder must follow the record keeping guidelines established by NHS Resolution to ensure compliance with the *Freedom of Information Act 2000*.
3. The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.
4. The post holder is required to become familiar and comply with NHS Resolution's policies and procedures.
5. The post holder must be aware of individual responsibilities under the *Health and Safety at Work Act* and identify and report, as necessary, any untoward accident, incident or potentially hazardous environment.
6. The post holder is expected to develop IT skills.
7. The post holder may be required to undertake duties at any location within NHS Resolution, in order to meet service needs.
8. This job description and person specification are intended as a guide to the main responsibilities and profile of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to the post's grades, which are not listed above, at the direction of a manager. The job description may be amended from time to time after consultation with the post holder.
9. NHS Resolution operates *No Smoking Policy* and *No Alcohol policies*.

Person Specification

Category	Criteria	Essential (E) Desirable (D)	How tested*
Education & Qualifications	Degree and relevant legal qualification and/or specialist procurement (e.g. CIPS) knowledge or experience acquired through formal education and theoretical experience	D	A & I
	Expertise in EU procurement obtained via further training and experience or equivalent	E	A & I
	Expertise in contract management obtained via further training and experience or equivalent	E	
Skills & Abilities	Excellent communication skills, verbal and written including document writing	E	A & I
	Ability to build good working relationships with a wide range of people both internally and externally	E	A & I
	Ability to work autonomously, to plan, organise, manage and prioritise own workload; using own initiative and working to tight deadlines	E	A & I
	Ability to provide clear, concise, accurate and timely documents	E	A & I
	Strong IT and keyboard skills and ability to use Microsoft Office packaged (ie Outlook, Word and Excel) along with maintaining databases	E	A & I
	Ability to cope with conflicting demands and pressures, effectively prioritising to deliver the required outcomes	E	A & I
	An effective communicator with sound negotiating and influencing skills and the ability to inspire confidence and develop effective working relationships at all levels with both internal and external stakeholders	E	A & I
	Good presentation and delivery skills	D	A & I

Category	Criteria	Essential (E) Desirable (D)	How tested*
Experience	In depth experience of managing tenders in a public sector environment	E	A & I
	In depth experience of supporting contract management	E	A & I
	Experience of drafting organisation-wide policies and procedures	E	A & I
	Experience of using Atamis sourcing platform	E	A & I
Knowledge & Understanding	Knowledge and understanding of Public Procurement Regulations	E	A & I
	Knowledge and understanding of confidentiality within the workplace (particularly within the NHS)	E	A & I
	Knowledge and understanding of Equality Act (2010)	E	A & I
	Knowledge and understanding of Freedom of Information Act (2000)	E	A & I
	Knowledge and understanding of Data Protection Act (1998)	E	A & I
	Knowledge and understanding of Public Procurement Regulations	E	A & I
	Knowledge and understanding of confidentiality within the workplace (particularly within the NHS)	E	A & I
	Commitment to own personal and continued professional development	E	A & I

* A – application form; I – interview; T – test; P – presentation