



JOB DESCRIPTION: Procurement and Contracts Manager
RESPONSIBLE TO: Head of Finance
BASED AT: ST ELIZABETH HOSPICE

JOB SUMMARY

To provide a full procurement function for the Hospice, ensuring that the procurement framework is fully adopted within the organisation.

KEY RESPONSIBILITIES

- Lead procurement projects, working with colleagues at all levels to fulfil purchasing needs across the Hospice, negotiating and awarding contracts for goods, services and works within the terms of the St Elizabeth Hospice Procurement Framework;
- Proactively manage contracts pre-award and post-award, managing supplier relationships and service delivery. Monitor the quality, timeliness and value for money of procured goods and services ensuring issues are addressed promptly with the suppliers and resolved, striving for a win-win outcome;
- Proactively manage and monitor the performance of Service Level Agreements;
- Regularly review, update and maintain the Hospice procurement policies and procedures, and in conjunction with the Head of Finance, ensure that these are effectively communicated to all Departments in the Hospice and are adhered to;
- Develop a sustainable and ethical procurement strategy to assist the Hospice in delivering its 5 year strategy and aid business performance, improve efficiency and reduce our carbon emissions ensuring supplier performance targets are met;
- Utilise the Hospice Procurement and Finance IT systems (training will be provided) and oversee all Procurement IT systems, undertaking audits as necessary;
- Create a register detailing all contracts and Service Level Agreements held within the Hospice for the provision of goods, services and works. Regularly review and maintain the list ensuring that all key stakeholders are identified, kept informed of changes and involved in key decisions as necessary;
- Manage the Purchasing Coordinator, provide procurement guidance and support as necessary and also to all departments in the Hospice;
- Build positive and collaborative relationships across the business and with suppliers ensuring business strategies are incorporated into the Hospice procurement planning process;
- Regularly review and update the approved Hospice supplier listing;
- Continual review of supplies of goods, services and works with due consideration to obtaining best value for money, sustainability and minimising the environmental impact;
- Produce procurement reports and analyse data as required to inform decision making and identify areas for further improvement;
- Identify, record and manage risks in procurement.

- Ensure continuous supply of essential goods, services and works, communicating and addressing any supply issues which may pose a risk or impact on business delivery targets or customer expectations;
- Regularly liaise with colleagues at all levels throughout the Hospice so procurement requirements are identified early to ensure that customer requirements are met;
- Develop relationships with other Hospices, the Integrated Care Systems' (ICS) and other external key stakeholders to identify joint procurement, collaboration and co-production opportunities;
- Undertake regular cost comparison exercises, to ensure the Hospice is achieving the best price and best quality of goods, services and works making cost savings wherever possible;
- Prioritise own workload according to deadlines and demands of the department, assisting others when required;
- Provide upskilling, education and mentoring in procurement to Team and Hospice colleagues;
- Provide cover and support to the Purchasing Coordinator during periods of high workload or absence;

GENERAL

- To work within the policies of the Hospice and act within Care Standards at all times.
- To uphold the Hospice and individual team values at all times.
- To ensure effective use of resources.
- To participate in the Hospice education programme and attend training courses as required.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To promote the Hospice Philosophy of Care towards patients, relatives and visitors.
- Because of the special nature of the Hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS IS AN OUTLINE JOB DESCRIPTION AND MAY BE SUBJECT TO CHANGE, ACCORDING TO THE NEEDS OF THE SERVICE, IN CONSULTATION WITH THE POST HOLDER.

**Procurement and Contracts Manager
PERSON SPECIFICATION**

Requirement	Essential/Desirable
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • MCIPS (Level 6) or equivalent and / or relevant experience • Management Training • Educated to degree level or equivalent 	<p>Essential Desirable Desirable</p>
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Minimum 3 years procurement experience • Experience of process improvement and implementing change • Line management or supervisory experience 	<p>Essential Essential Desirable</p>
<p>Specific Skills</p> <ul style="list-style-type: none"> • Excellent analytical skills • Problem solving skills • Strong IT and excel skills 	<p>Essential Essential Essential</p>
<p>Communication Skills</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills, listening and interpersonal skills. • Proven ability to negotiate and influence others • Ability to explain and teach new processes to hospice colleagues and team members • Presentation Skills 	<p>Essential Essential Essential Desirable</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Enthusiastic and positive • Flexible 'can do' approach to work • Committed to collaborative working • Professional integrity • Be able to work under pressure with competing priorities • Self-motivated and inspires confidence • Able to use own initiative and work without close supervision • Excellent attention to detail • Excellent organisation skills • Able to work as part of team 	<p>Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential</p>

O U R V A L U E S

ONE TEAM,
ONE COMMUNITY

LEARNING
NEVER ENDS

COMPASSION
TAKES COURAGE

EVERY MOMENT
MATTERS

St Elizabeth
Hospice

stelizabethhospice.org.uk