

## Job Description

### 1. JOB DETAILS

Job Title: Head of Clinical Procurement

Grade: 8B

Responsible to: Procurement Director

Reports to: Deputy Procurement Director

Location: Main base will be Northern General Hospital but may be asked to work across all STH and SCH sites, home working may also be permitted in line with our flexible working policy.

Minimum Requirements: CIPS diploma/Degree in a relevant subject, extensive experience in a clinical Procurement role.

### 2. JOB PURPOSE

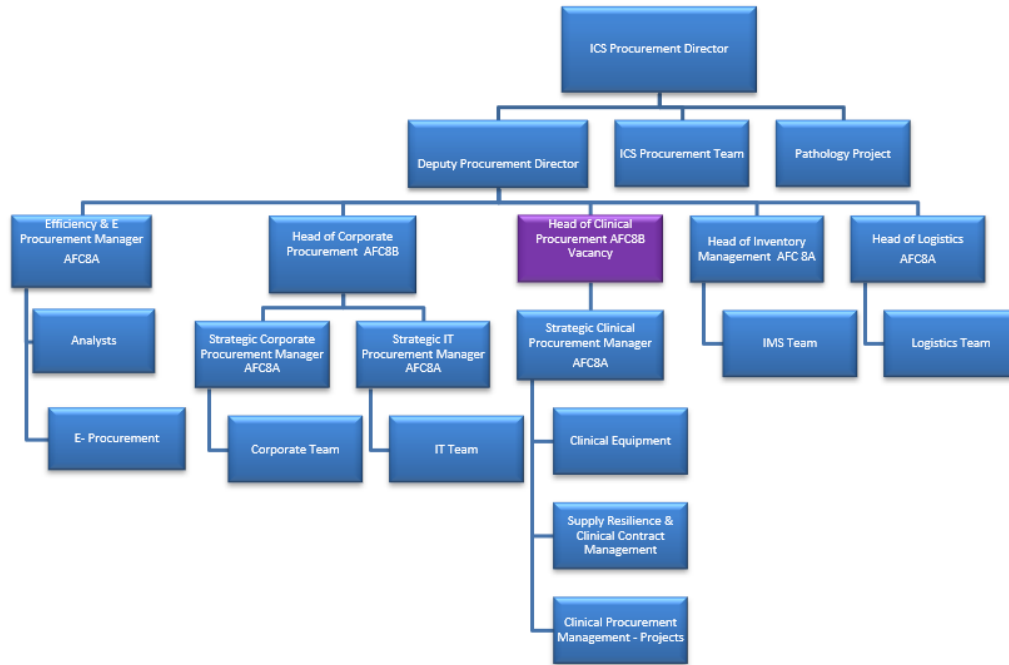
- 2.1 To lead commercial strategy development in clinical areas including Clinical Equipment and Clinical change programmes and Supply resilience.
- 2.2 Manage the team responsible for delivery of the strategy to ensure successful delivery.
- 2.3 To take responsibility for negotiating high-value change programmes, tenders and contracts for goods and services, achieving the most advantageous outcomes for Sheffield Teaching Hospitals and Sheffield Children's Hospital Trusts (the Trusts).
- 2.4 To lead on national, regional and South Yorkshire Wide procurement initiatives in relation to Clinical procurement.
- 2.5 To operate effective information systems to ensure accessibility of data that adds value to decision making.
- 2.6 To achieve efficiency targets in line with the Trusts formal Cost Improvement Plan.
- 2.7 To take responsibility for the management of senior supplier relationships and contracts and building collaborative relationships to deliver positive outcomes for the Trust.
- 2.8 To take responsibility for managing commercial risk in the areas of responsibility.
- 2.9 To deputise for the Deputy Procurement Director.

### 3. ROLE OF THE DEPARTMENT

- 3.1 To provide procurement, commercial and supply chain services to all Directorates/Divisions within the Trusts.
- 3.2 To deliver measurable savings from revenue expenditure to support the Trust's Productivity and Efficiency programmes.
- 3.3.1 To develop internal supply chain processes to the benefit of other Departments.



#### 4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



#### 5. MAIN DUTIES AND RESPONSIBILITIES

- 5.1 To contribute to the development and implementation of Clinical Procurement strategies, supporting the Trusts business plans.
- 5.2 Responsible for management of the Clinical team procuring goods, services and capital equipment, achieving the best possible financial outcomes for the Trusts, based on whole-lifecycle costs.
- 5.3 Lead on, or oversee, the clinical collaborative projects including across the South Yorkshire Integrated Care System (ICS). Accountable for the delivery of procurement and commercial outcomes and advising/challenging decisions as appropriate.
- 5.4 Perform detailed analysis and assessment of commercial and procurement options for the clinical categories.
- 5.5 Accountable for the adherence to NHS Procurement Policy and standards when procuring goods or services.
- 5.6 Accountable for driving commercial negotiations with major suppliers of equipment and services as well as planning of negotiation strategies.
- 5.7 Accountable for the resolution of commercial dispute situations including supporting any engagement with third-party legal advisors in respect to resolving contractual issues.
- 5.8 Accountable for the provision of guidance and support in preparation of commercial agreements.
- 5.9 Undertakes contract reviews, assessing supplier performance against contractual obligations.
- 5.10 To deliver against agreed annual cost reduction targets and report on action taken, taking specialist responsibility for specific Departments and product categories.
- 5.11 Develop supplier relationships; negotiate with senior personnel of supplying companies, undertaking visits to supplier sites when appropriate.
- 5.12 To liaise with senior purchasing staff within other NHS Trusts, Purchasing Consortia, and NHS Supply Chain, to identify opportunities for improving value.



- 5.13 To establish service quality standards and thereafter to ensure the effective monitoring of contract performance.
- 5.14 To ensure appropriate customer input into the procurement decision-making process.
- 5.15 To ensure that Standing Financial Instructions and Standing Orders, UK Procurement Regulations and other statutory and regulatory requirements are followed, explaining legal obligations to untrained STH and SCH staff in other departments.
- 5.16 Conduct formal high-value tenders in line with UK Legislation.
- 5.17 Research the marketplace, giving due consideration to financial status of suppliers; ability to supply and maintain continuity of supply. Undertake product and equipment evaluations/trials and site visits as necessary.
- 5.18 Conduct detailed evaluation of tender returns, using appropriate financial assessment and purchasing and supply criteria. Ensure products and supplier meet required standards according to English and UK law.
- 5.19 Ensure that procedures are carried out in a timely manner in accordance with the needs of the organisation.
- 5.20 Prepare Freedom of Information file and provide prompt responses to F.O.I. requests.
- 5.15 Award contracts, providing formal de-briefings to suppliers and departments as necessary.
- 5.16 Prepare and update tender reports and record/report savings.
- 5.17 Record contract details on Purchase Order system, including Contract Suite.
- 5.18 To monitor supplier performance and liaise with suppliers to resolve problems.
- 5.19 To ensure that all clinical or non-clinical risks issues identified are dealt with effectively from a Supplies perspective.

**6. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)**

- 6.1 To achieve cash-releasing savings in line with Revenue Contracting Savings Plan target.
- 6.2 Authorised signatory for Purchase Orders as defined in Scheme of Delegation – currently up to £1m per single order.
- 6.3 To provide detailed costing and expenditure information to a range of budget holders, budget managers, and Finance colleagues.

**7 HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)**

- 7.1 To line-manage up to 6 direct reports.
- 7.2 To supervise the full team
- 7.3 To participate in the recruitment, induction and training of new staff.
- 7.4 Contribute to the development and performance of the section by actively participating in training and development activities and by suggesting /recommending improvements to systems and working practices.
- 7.5 Undertake IPR performance appraisal and objective setting of relevant staff, manage attendance and disciplinary issues, and approve Leave applications as required.

**8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)**

- 8.1 If first to arrive, ensure fire doors and public rooms are unlocked on entering the Procurement department/building.
- 8.2 If last to leave, ensure the Procurement department/building is locked and secure.



9. **WORKING RELATIONSHIPS (please identify the main personnel with whom the postholder will be required to communicate with and advise internally and externally)**

**a) Communicate with:**

Procurement Director  
Director of Informatics  
Deputy Procurement Director  
Director of Nursing  
Head of Clinical Engineering  
Heads of Procurement within the Trust and across the ICS  
Operations Directors  
Clinical Directors  
Heads of Service  
Executive Directors  
Matrons  
Business Managers  
Group Accountants  
Senior Managers in I.T.  
Directors and Senior Managers from Supplier organisations  
Procurement Collaboratives  
Other NHS Trusts  
NHS Supply Chain  
Central Commercial Function  
NHS England  
Other agencies with which the Trust contracts or interacts for the provision of Goods and Services

**b) Provide advice to:**

Operations Directors  
Clinical Directors  
Heads of Service  
Executive Directors  
Matrons  
Business Managers  
Group Accountants

This job description is not meant to be finite and may be changed subject to the exigencies of the service. Similarly the postholder may be requested to undertake such other duties not mentioned in the job description which are commensurate.

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**We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce**

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# PROUD TO MAKE A DIFFERENCE

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

Chief Executive: Kirsten Major, Chair: Annette Laban

