

# Head of Clinical Procurement Candidate Information Pack 2024

**NHS**  
Sheffield Teaching Hospitals  
NHS Foundation Trust



**PROUD  
TO MAKE A  
DIFFERENCE**

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

**Adecco**



# What's included in this pack?

You'll find lots of useful information, guidance and hints and tips in this pack, including:

- Welcomes
- Who we are and what we do
- Where we work
- Our structure and strategy
- Our values
- Why work here
- Key information about the role
- Recruitment process
- How to apply



# Welcome from the Louisa Cowell, Chief Finance Officer

Dear Applicant

Thank you for considering the opportunity to lead our exceptional Clinical Procurement team at Sheffield Teaching Hospitals NHS Foundation Trust and play a pivotal role in contributing to procurement strategies across our South Yorkshire Integrated Care System.

We take immense pride in our Procurement Team, a dedicated group that delivers outstanding, efficient, forward-thinking, and accountable services to Sheffield Teaching Hospitals, Sheffield Children's Hospital, and the broader community.

As Chief Finance Officer, I firmly believe you would be joining a remarkable team that is not only committed to delivering the highest standards of service but also a team and Trust that genuinely values your growth and development. We are dedicated to offering opportunities that promise a rewarding and fulfilling career journey.

*As a team that continues to expand and holds a key position in the healthcare system, we invite applications from passionate, commercially astute, and ethically driven procurement professionals who can confidently lead a large Clinical Procurement team in a multi-site organisation. We encourage candidates from diverse backgrounds, including those outside the NHS procurement sector, as we recognise the innovative perspectives and skills they can bring to our dynamic team.*

*We welcome your application and the opportunity to connect with you soon.*

**Warm regards,  
Louisa Cowell**

Chief Finance Officer  
Sheffield Teaching  
Hospitals NHS  
Foundation Trust



# Welcome from Jonathan Hilton, Procurement Director at Sheffield Teaching Hospitals

*Dear Prospective Head of Clinical Procurement,*

*I appreciate your interest in the role at Sheffield Teaching Hospitals. Although, I myself am relatively new in post I have already found that camaraderie and collaboration within the team and the supportive nature of the Trust are exceptional.*

*I believe that this presents an exceptional opportunity for you. The team's foundation is solid, and being at the forefront of the South Yorkshire and Bassetlaw ICS collaborative this really is your opportunity to join a truly forward-thinking and collaborative department.*

*I wish you the best of luck in your application.*

*Warm regards,*

## **Jonathan Hilton MCIPS**

Procurement Director  
Sheffield Teaching Hospitals NHS Foundation Trust



# Who we are & what we do

Sheffield Teaching Hospitals NHS Foundation Trust is one of the UK's largest, busiest and most successful NHS foundation trusts. We provide a full range of hospital and community services for people in Sheffield, as well as specialist care for patients from further afield. Sheffield Teaching Hospitals NHS Foundation Trust consists of the following sites:

- **Northern General Hospital**
- **Royal Hallamshire Hospital**
- **Charles Clifford Dental Hospital**
- **Weston Park Cancer Hospital**
- **Jessop Wing Maternity Hospital**
- **Sheffield Children's Hospital**

We have a long history of providing high quality care, clinical excellence, and innovation in medical research. With around 18,500 employees, we are one of the biggest employers locally. We aim to reflect the diversity of local communities and are proud of our new and existing partnerships with local people, patients, neighbouring NHS organisations, local authority and charitable bodies.

Our Vision is to be recognised as the best provider of health, clinical research and education in the UK and a strong contributor to the aspiration of Sheffield to be a vibrant and healthy city region.

**Further information about Sheffield Teaching NHS Foundation Trust and working for us can be found on our website; please visit <https://brilliantplace.sth.nhs.uk/brilliant-place-to-work.html>**

STH & SCH Procurement and logistics team has around 120 staff split between Procurement and Logistics. Procurement covers everything from e-procurement, analytics, tender activity to contract management. We have a wide range of roles and opportunities for advancement.

**We work closely with the clinical and corporate services within STH and SCH and with a large network of staff across partner organisations in Sheffield, South Yorkshire and nationally.**





# Where we work

STH & SCH Procurement and logistics team has around 120 staff split between Procurement and Logistics. Procurement covers everything from e-procurement, analytics, tender activity to contract management. We have a wide range of roles and opportunities for advancement.

We work closely with the clinical and corporate services within STH and SCH and with a large network of staff across partner organisations in Sheffield, South Yorkshire and nationally. SCH operates predominantly out of one core Acute hospital and a number of community bases.

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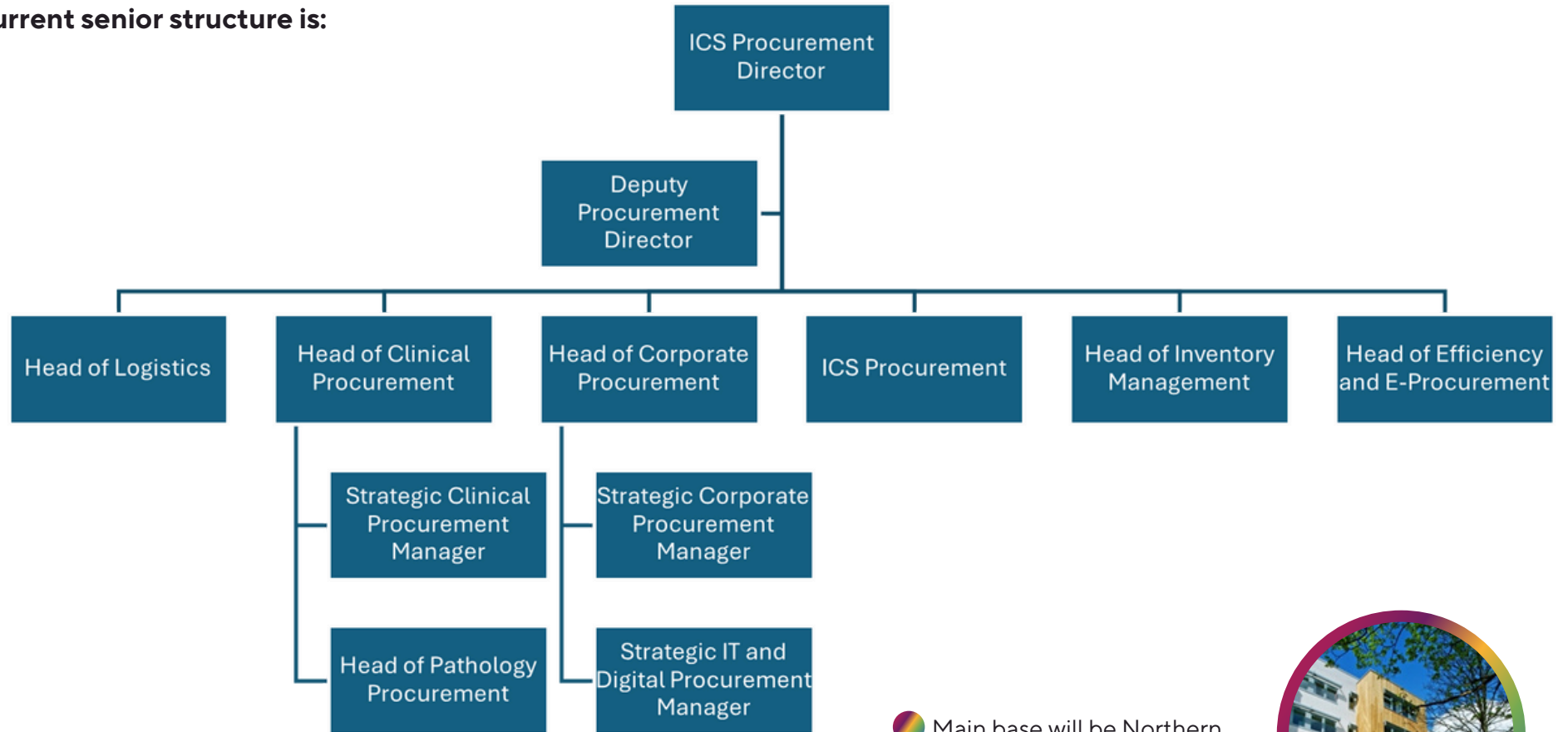
And a number of community locations from which we provide a variety of community services.



# Our senior management team structure

We are going through an exciting period of change and development and as such we have reviewed our structure and our strategy to ensure we are able to deliver the best procurement and logistics service possible to our stakeholders, colleagues, and patients.

## Our current senior structure is:



Main base will be Northern General Hospital, Sheffield but will involve travel to other ICS, Sheffield Teaching Hospitals (STH) and Sheffield Childrens Hospital (SCH) sites.



# Our strategy

Our procurement strategy aims to ensure we have a 'collaboration first' approach by working closely with the NHS organisations in South Yorkshire to achieve value for money, reduce duplication and make tangible improvements.

## Our Organisations strategic priorities are to spend public money wisely by:

- Delivering all services as effectively as possible by examining them systematically to ensure they are efficient and to make the best use of the available resources
- Resolve any service line financial imbalance through new ways of working with partners, alternative service delivery or changing the cost base of the service
- Strive to invest in our environment and facilities, increasing the utilisation of clinical space, improving the physical environment and continued consolidation of non-clinical estate at our core locations Create a sustainable organisation
- Drive our ambition for a greener NHS by developing a Sustainability Plan that contains a wide range of carbon reduction initiatives and broader sustainability goals
- Ensure a deep engagement process across the organisation and with our partners to embed net zero principles to streamline service delivery and supporting functions
- Deliver social value through our patient and stakeholder contacts enhancing our role and impact on the community by thinking and working beyond the boundaries of the services we provide
- Transform our digital and IT infrastructure to keep pace with demands of modern healthcare delivery and drive sustained improvements that support the integration of services across different organisations
- Develop the digital maturity of our clinical informatics systems, work with partner organisations to ensure seamless and safe exchange of clinical information
- Seek to apply digital innovations in areas such as artificial intelligence, remote monitoring and clinical decision support

**By joining our procurement & logistics team, you would play a pivotal part in realising this with us.**





# Our values

We are **PROUD** to make a difference...



## Patients First

Ensure people we serve are at the heart of all that we do



## Respectful

Be kind, respectful, fair and value diversity



## Ownership

Celebrate our successes, learn continuously, and ensure we improve



## Unity

Work in partnership with others



## Deliver

Be efficient, effective, and accountable for our actions

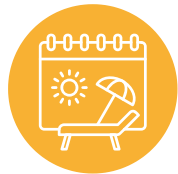


# Why work here

As well as the chance to make a real difference to our patients and local community, working for us gives you access to an excellent range of staff benefits, discounts, and more.



Working with us gives you exclusive discounts across range of local and national businesses, shops, restaurants, and attractions and Access to the [Blue Light Card](#) scheme (£5 fee to join) for a range of national discounts.



We offer flexible and hybrid working arrangements. You will get 27 days annual leave, rising to 29 after five years' NHS service and rising to 33 after 10 years' service. There is the option to purchase up to two weeks extra annual leave through monthly salary sacrifice. The NHS Pension Scheme is an excellent package of pension benefits, fully protected against inflation and guaranteed by the government.



We provide a cycle to work salary sacrifice scheme and bike accessories along with discounted public transport and salary sacrifice scheme

We understand the importance of your health, well-being and family. That is why we offer subsidised onsite childcare facilities, including child-care teams, nurseries and out of school clubs.



For your physical health we offer discounted gym memberships. Free fast-track staff physiotherapy service. Discounted glasses and laser eye surgery at [Sheffield Vision Centre](#). Dental and medical insurance scheme. Staff health checks, vaccinations, and flu jabs.



To take care of your mental health we also provide an occupational health service and confidential staff counselling service. Psychological support, including staff wellbeing service, free [Headspace app](#), and mindfulness sessions.



We value you and your future that is why we provide access to training and development schemes, multi-disciplinary libraries and learning centres, Staff Thank You awards, long service and retirement awards/gifts.

For more information on our staff benefits, please [click here](#).



**Title: Head of Clinical Procurement**

**Location: Main base will be Northern General Hospital, Sheffield but will involve travel to other ICS, Sheffield Teaching Hospitals (STH) and Sheffield Childrens Hospital (SCH) sites.**

**Salary: 8b**

**At Sheffield Teaching Hospitals NHS Foundation Trust, our patients and staff are not numbers they are individuals.** Proud to make a Difference isn't just our slogan but the way we do things. If you are looking for a procurement career that excites you, stretches your potential and gives you job satisfaction, we would love to hear from you because an opportunity has arisen for you to be part of an ambitious and friendly team within one of the UK's leading NHS Trusts.

It has never been a more exciting time to join us as we start to realise a new procurement team structure and a more commercial and innovative way of working whilst supporting, developing, and growing our existing team. We would love for you to join us on this journey.

You may not come from an NHS procurement background, and please do not be put off if you don't. We welcome applications from outside the sector and recognise the innovation and skills that the individual might bring to our team.

We are looking for a responsible Head of Clinical Procurement to provide strong management, leadership and line management of the Clinical Procurement Category Team and to develop a wide range of category management and contract management activities across the portfolio. Crucial to this role is the relationship management across the supply market, internal senior stakeholders and external partners who will be key to driving success in this category. To do this we require someone who can effectively manage the internal operations and resources to enable the successful delivery of the efficiency targets and work-plans and someone who can build professional relationships and be the driver of change to enable Procurement to continuously improve the service.



**Sheffield Teaching Hospitals**  
NHS Foundation Trust

## WHY JOIN US:

**Innovative Environment:** Be part of a trust that champions innovation and commercial acumen, fostering a culture of creativity and collaboration.

**Career Growth:** Embrace the opportunity to lead an ambitious, friendly team within one of the UK's leading NHS Trusts.

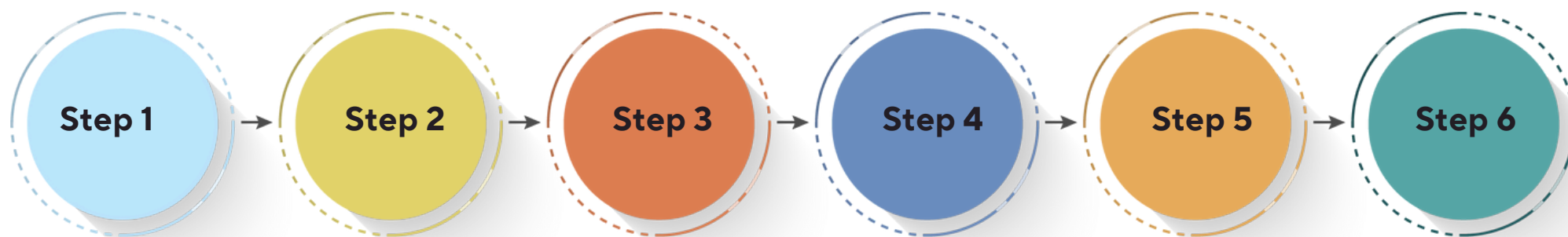
**Strategic Impact:** Contribute significantly to the future of NHS Procurement as a key strategic figure in the South Yorkshire Collaborative Procurement Group, and wider NHS Procurement network.

**This role is your chance to make a meaningful impact on patient care, service delivery, and NHS Procurement. If you are a dynamic, visionary procurement leader, we invite you to join us on this exciting journey.**





# Recruitment process



Email [Jason Martin](#) with your CV and the title of the role you would like to discuss.

Meet with our team on MS Teams or over the phone and learn more about the organisation and the role.

Get assistance and support with your formal application, CV and anything else you require our support with.

Formal longlisting stage- your consultant will be in touch to provide you any further information on the application process.

We present your CV to the hiring team - we will let you know straight away if you have been successful to interview!

We will support you and help you prepare for your interview. The timetable details your interview dates.



## How to apply:

All our partnerships start with a conversation, and we would love to speak with you about these roles and because this recruitment project is going to move quickly, we want to make sure you have all the right information and support to make this process as successful as possible for you. Remember, these roles are not exclusively for NHS Procurement Professionals; these roles are open to the wider public sector.

As we anticipate a large level of interest in this opportunity, we are asking that potential applicants follow the below guidelines on application and process to ensure they get the best experience possible during this recruitment.



- 1 Please follow this link to see the department structure, recent transformation recruitment and an address from the hiring panel; [Sthprocurementteam.co.uk](https://sthprocurementteam.co.uk).
- 2 Please email [jason.martin@adecco.co.uk](mailto:jason.martin@adecco.co.uk) to receive the welcome pack, job description and person specification.
- 3 Please email [jason.martin@adecco.co.uk](mailto:jason.martin@adecco.co.uk) to book an informal telephone conversation about the role.
- 4 Please email [jason.martin@adecco.co.uk](mailto:jason.martin@adecco.co.uk) your CV to begin the application process and to book a formal MS Teams meeting for vetting purposes.