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**NHS PROPERTY SERVICES LTD****Job Description**

<b>Job title:</b>	<b>Procurement Officer / Category Specialist</b>
<b>Grade:</b>	3
<b>Base:</b>	99 Gresham Street, London, EC2V 7NG
<b>Responsible to:</b>	Senior Procurement Manager / Category Lead
<b>Accountable to:</b>	Head of Procurement
<b>Managerially responsible for:</b>	No line management responsibilities
<b>Directorate:</b>	Operations
<b>Last update:</b>	May 2019
<b>Key relationships:</b>	NHS Property Services colleagues Internal stakeholders Supply-chain

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

**Main purpose / scope of the role**

- To utilise procurement systems and methodologies to support the delivery of procurement pieces
- Develop good working relationships with stakeholders and suppliers, quickly building rapport and support category lead in managing day to day corporate and Technology Services (IT: Hardware and software) procurement activity

- Gain a good understanding of the Corporate category with a special focus on Technology Services and its specific routes to market for public procurement

### **Key Responsibilities**

- Deliver assigned public procurement projects in line with latest public procurement regulations
- Support Category Lead activities by updating plans, actions, reports and risk logs for Technology Services and Corporate activities
- Understand the process for conducting opportunity assessment reviews and support the delivery of these through undertaking required actions
- Prepare contract documents and analyse complex returns for high value contracts
- Analyse routes to market available for IT procurement and make recommendations on the most adequate one based on stakeholders' requirements
- Use Procurement and Contract management system (Proactis)
- Enforce compliance and NHS PS processes throughout the conduct of the procurement
- Support identification and delivery of saving initiatives across areas of project responsibility. In case of any variance from plan / delivery targets, work with members of the team and key stakeholder to investigate the causes and contribute to the implementation of solutions
- Ensure stakeholders satisfaction and provide support during the life of the contract when necessary and anticipate on procurement and contracts renewal
- As a member of the category group, support the category activities and add to the knowledge sharing, product developments, best practice delivery and innovation.
- Support the development of business cases by the provision and management of procurement statistics
- Have a breadth of procurement expertise including strategic sourcing, savings delivery and working with public contract regulations.
- Have the stated proficiency levels in procurement attributes identified as key to this role.

### **Communication**

- Provide relevant and timely specialist advice and guidance on procurement matters
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- Be able to communicate and engage with various management levels and adjust your communication style to them
- Responsible for preparation of correspondence and complex papers, as directed by Category Lead
- Communicate in a clear and concise way to summarize complex situations (STAR)

### Key result areas

Specify below key performance indicators and expected outcomes for the role, which the post holder will be measured against.

KPI	Expected Outcome
Utilise procurement systems and methodologies	Enforce compliance through application of processes and use of Proactis
Good interpersonal and engagement skills	Build rapport and successful working relationships with stakeholders and peers
Support Procurement activities	Plans, actions, reports and risk logs are accurately updated.
Be results oriented	Challenge the prerequisite and support the team in achieving its goals (stakeholders satisfaction, savings etc)

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification or relevant experience of professional procurement or</li> <li>• Chartered Institute of Purchasing and Supply (CIPS)</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Utilise knowledge sources to ensure customer satisfaction and maximise department added value</li> <li>• Wide knowledge of procurement processes</li> <li>• Expertise/Knowledge in EU procurement regulations and contract management</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate experience of delivering procurement projects and tactical sourcing activities for Corporate and Technology Services (IT)</li> <li>• Some experience of working in a complex and challenging environment with demanding personal target objectives</li> <li>• Experience of developing positive, proactive relationships with stakeholders</li> <li>• Experience in delivering cost savings as well as tracking savings/added value</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with Proactis</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Organisational skills</li> <li>• Ability to influence stakeholders and team's decisions</li> <li>• Good interpersonal and engagement skills</li> <li>• A clear, concise communicator both oral and written</li> </ul>	

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<b>Personal Qualities/Abilities</b>	<ul style="list-style-type: none"><li>• Innovative, self-starter, results orientated</li><li>• Independent and accountable</li><li>• Motivated by challenges</li><li>• Can thrive and adjust in an environment in constant evolution</li></ul>	
<b>Other Requirements as applicable</b>	<ul style="list-style-type: none"><li>• The role might include travel from time to time</li></ul>	