
NHS PROPERTY SERVICES LTD**Job Description**

Job title:	Vendor Performance Specialist
Level:	2
Type of role:	Permanent
Base:	London
Travel requirements:	Yes
Responsible to:	National Contracts Manager
Directorate:	Operations

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

The Vendor Performance Specialist will support the in-life management of suppliers and supplier contracts to ensure compliance as well as producing analytical data to measure supplier performance to drive improvements.

Key duties and responsibilities of the role

- Provide cross functional analytical support for Vendor Management and Operations
- Reviewing suppliers monthly invoices including a large amount of backing data to ensure accuracy and releasing payment.
- Management of Strategic and Important suppliers, including chairing meetings and owning action plans and auditing where required. Including travel to suppliers offices

- Building relationships with suppliers to ensure the right level of control over the service(s) being delivered
- Support the local Facilities Service managers with managing/resolving local supplier performance issues
- Identify areas of improvement and work with local team and National contracts Manager to implement
- Support the drive to improve performance and deliver value from
- Maintain supplier Health Safety and Environmental data

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Master Level Education and Post-graduate level qualification or equivalent specialist knowledge in vendor or procurement cost centre management
Knowledge	<ul style="list-style-type: none"> • Suitable commercial experience within the Health sector or public sector preferably with some contract experience with the following forms • knowledge of Vendor Management 	<ul style="list-style-type: none"> • Strategy development • In-depth experience working at a national level • Knowledge of Procurement within Public and Private Sector
Experience	<ul style="list-style-type: none"> • Experience of working in both public and private sectors. • Extensive knowledge of the FM industry 	<ul style="list-style-type: none"> • Professional Vendor Management experience at a national level • FM and Commercial Contract structures and T&C's

Skills	<ul style="list-style-type: none">• Ability to make strategic decisions• Strong communication and presentation skills both oral and written• A good level of IT skills, specifically excel	
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