

Golden Jubilee Foundation

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Recruitment line: 0800 0283 666

Dear Candidate

POST: Procurement Officer
HOURS: 25.00 per week
CLOSING DATE: 11 October 2019

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately, due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date, please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell
Recruitment Assistant

Golden Jubilee Foundation

Information Pack

For the post of

Procurement Officer

25.00 Hours Per Week

Reference Number: SHOW/3338

Closing Date: 11 October 2019



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Golden Jubilee Foundation

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£24,670 to £30,742 per annum (pro rata)

3. Grade

This post is offered at Band 5.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

25.00 Hours per week

6. Tenure of Employment

This post is offered on a fixed term basis for a period of 6 months

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

JOB DESCRIPTION

1. JOB DETAILS	
Job Holder:	
Job Title	Procurement Officer
Responsible to:	Head of Procurement
Department:	Materials
Directorate:	Finance
Health Boards:	GJF, NHS24,
Job Reference:	
No. of Job Holders:	1
Last Update:	20/12/2018

2. JOB PURPOSE:
<p>This post is part of the Joint GJF/NHS24 Procurement Service. The purpose of the job is to:</p> <ul style="list-style-type: none">• Plan, develop, coordinate and deliver cost effective procurement projects to achieve financial targets and meet stakeholders' requirements;• Advise users / budget holders on procurement policies and procedures;• Plan, develop, implement and manage multi Board contracts and workplans <p>Undertake purchasing and contracting activity for medium/high value contracts ensuring compliance with relevant laws and Board Standing Financial Instructions (SFI's) whilst also ensuring operational timings are factored into the projects/programmes</p>

3. JOB DIMENSIONS
<p>Assist in the delivery of the Procurement Strategy in support of the Boards' Health Delivery Plan, and achieve best value in compliance with the Public Procurement Regulations and utilising the Procurement Journey framework.</p> <p>Undertake medium value procurement activity in line with the Boards Standing Financial Instructions and the Procurement Workplan, or other ad hoc projects as allocated by line manager.</p> <p>Undertake requests for quotation and mini-competitions using collaborative frameworks, and contribute to complex Category C or C1 projects involving the purchase of high value goods and services.</p> <p>Liaise with stakeholders and Contract Category A & B Centres of Expertise as required to ensure that stakeholders' requirements are met in relation to both products and service</p>

aspects of collaborative contracts.

Undertake routine contract management with suppliers to ensure best value is maintained post-award and suppliers remain aware of the organizational procurement needs.

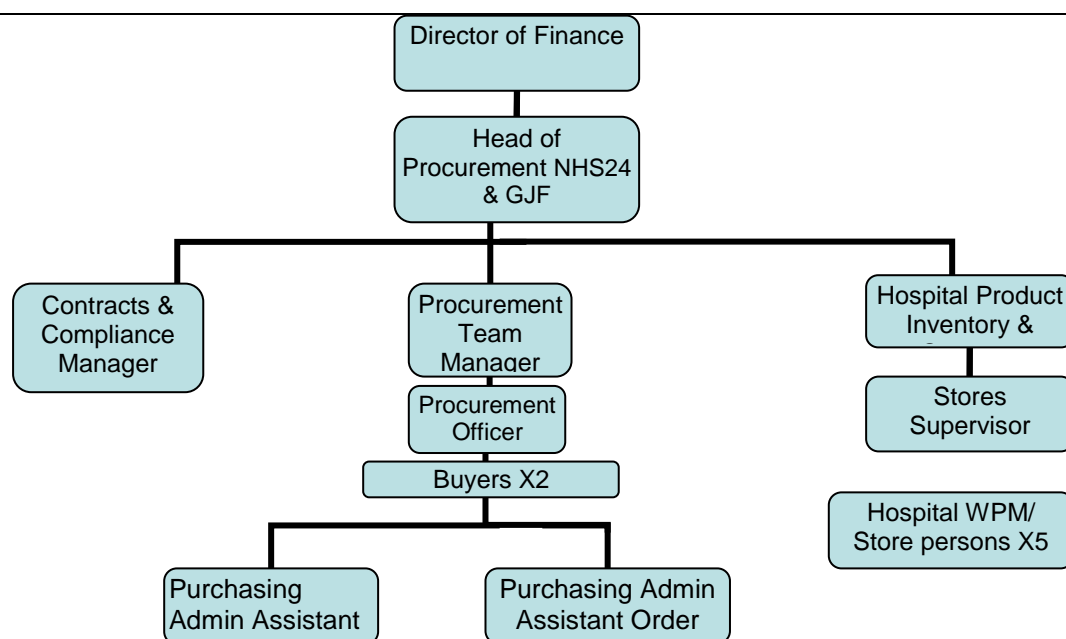
Provide support, training, mentoring and supervision as required within the Procurement Function.

Providing Contract and Procurement training throughout both Boards

Provide professional procurement advice to stakeholders & colleagues throughout both Board's

Utilising the Public Sector Procurement Portal PCS carry out tenders on behalf of both Board's in line with the Scottish procurement journey and Board SFI's

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The department provides a professional service and delivers best value procurement practices to ensure compliance with SFI's, national and EU procurement directives. The service is delivered within an ever increasingly constrained financial environment across both Board's.

The department supports the objectives of GJF and NHS24 through the provision of leadership, technical expertise, project management and operational support, contracting and supplies service.

The department has a number of responsibilities

- Developing and implementing GJF and NHS24's Procurement Strategies
- Selecting and authorising suppliers within national and local policies

- Advising, researching sourcing and assisting in the development of specifications and monitoring quality of all goods and services.
- Monitoring value for money to establish a system for monitoring and driving cost savings.
- Leading supply chain design, strategies and system implementation
- Management of equipment capital and maintenance contracts
- Participate in the development and implementation of national procurement strategies
- Participates and shapes the regional procurement strategies and future direction

6. KEY RESULT AREAS

The post holder is responsible for the following:

- Effective ongoing contract and supplier management for allocated suppliers / commodities, including value for money improvements;
- Develop relationships with stakeholders to ensure appropriate Procurement involvement in sourcing activity;
- Medium value procurement including issuing requests for quotation via Quick Quote;
- Contributing to high value procurements through compiling reports and other documentation as required to support these projects;
- Ad hoc sourcing and pricing enquiries resulting from supporting the management of contracts, or as required by stakeholders;
- Contributing to or managing Service input into collaborative procurement projects as required.
- Producing Performance reports for both Board's on a monthly basis

Actively participate in the departmental continuous improvement programme, including proposing Service-wide Procurement policy or procedure changes where appropriate to achieve efficiency / process improvements, policy development, cash releasing savings etc

Demonstrate achievement of results in the following key areas for the department:

- Involvement in all major procurement projects in accordance with project plans;
- Increasing contract coverage;
- Savings;
- Ongoing use of eProcurement;
- Improving process efficiency.
- Implementation of National, Regional or Collaborative contracts

The post-holder will be required to provide telephone and face to face support on contract and Procurement related issues to stakeholders, and may be required to support less experienced members of staff by providing advice, or on-the-job training in specific activities.

7a. EQUIPMENT AND MACHINERY

The post holder will be required to use a desktop and/or lap top computer in locations around GJF and will be expected to use and be conversant with network systems and all technology in day-to-day use in the office environment and all external web based application as relevant to delivery of the provisions identified above. Due to the nature of

the role video conferencing is frequently utilised to facilitate regional and national working.

7b. SYSTEMS

Knowledge of all relevant computer systems including, PECOS, Business Objects, Email, Intranet, WSM, Word, Excel, PCS Tender and PCS Quick Quote are essential to performance of duties.

8. ASSIGNMENT AND REVIEW OF WORK

The post-holder is expected to work independently most of the time with access to support from their line manager. As a result, the post-holder needs to be able to plan and prioritise their own work. Specific milestones may need to be signed off by the line manager.

9. DECISIONS AND JUDGEMENTS

Make judgments involving a range of complex facts or situations which require in depth analysis and assessment of a range of options e.g. approving contract award ensuing commercial, technical and quality aspects have been evaluated in line with procurement legislation.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Ongoing contract management to ensure best value is sustained with contracted suppliers
- Managing relationships with key stakeholders, suppliers etc. and resolving any areas of conflict that might arise
- Collaborating with other NHS organisations on national and regional procurement initiatives whilst ensuring Service needs and requirements are met in any new agreements.

11. COMMUNICATIONS AND RELATIONSHIPS

The post-holder will have relationships and / or contact with a wide range of staff and managers within the Service and externally. Communications will be face-to-face, telephone, email and occasionally more formal written communications.

The post-holder needs to be able to explain procurement processes / regulations to stakeholders and persuade them to comply with these. Strong negotiating skills are required for dealing with suppliers, stakeholders and Centres of Expertise.

The post-holder may have incidental contact with patients or members of the public in the course of their work, and will be expected to provide appropriate assistance.

The main internal contacts are:

- Procurement colleagues and Finance and Stores
- Other NHS staff, managers and directors
- Operational staff and managers

- Staff within GJF and NHS24

The main external contacts are:

- Procurement staff within NHS Scotland, other Public Sectors and NHS National Procurement
- A wide range of suppliers
- Staff within NHS24

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB.

Physical

- Keyboard skills with attention to accuracy
- Light physical work including the preparation of meeting rooms and the handling of equipment
- Driving
- Office conditions

Mental Effort

- Planning and organising work to meet deadlines
- Time management
- Long period of concentration whilst participating in meetings and taking notes
- Accuracy and attention to detail is required to ensure best use is made of supplier information, usage information etc. in order to achieve clear comparison of options and facilitate decision making
- Negotiation with suppliers, stakeholders and external contacts over significant service or cost issues

Emotional

- Ability to work under pressure and meet deadlines
- Persuading stakeholders of the need to comply with legal requirements in the face of time and/or resource constraints
- Dealing with grievances from potential suppliers who may be unhappy with the outcome of an advertised contract opportunity
- Regular requirement to travel across sites and to off-site meetings

13. KNOWLEDGE, TRAINING, EXPERIENCE & QUALIFICATIONS REQUIRED TO DO THE JOB

Essential

- Knowledge of professional purchasing principles acquired through a business-related qualification, Chartered Institute of Purchasing and Supply (CIPS), or equivalent training and experience
- Good written and verbal communication skills are essential
- Good teamwork, influencing and negotiating skills are essential

- Good IT skills are essential
- Good planning and organisational ability is essential

Desirable

- Public sector experience would be useful, but not essential
- Possession of a full driving licence is desirable
- Proficient in PCS Tender systems

14. JOB DESCRIPTION AGREEMENT

Job Holders signature:

Date:

Head of Department's signature:

Date:

Title:

RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade: **Procurement Officer Band 5**

Department/Ward: Materials

Golden Jubilee Foundation /NHS24

ATTRIBUTES	ESSENTIAL	DESIRABLE	MEASURE
Experience	The post holder is required to have extensive procurement and contract negotiation experience. Ability to understand and manage contracts for a wide and diverse range of products, equipment and services. Use of e-procurement systems, electronic catalogues	Experience within the health sector. Previous use of the Scottish e-tendering and e-advertising portals PCS.	Application Form and Interview.
Qualifications/ Training	Knowledge of professional purchasing principles acquired through a business-related qualification, Chartered Institute of Purchasing and Supply (CIPS), or equivalent training and experience	Provision of operational supplies and contracts management within a busy hospital environment.	Application Form.
Knowledge/Skills	Up to date knowledge of EU Procurement legislation. Proven track record in delivering procurements on time and within budget. Organisation and communication skills. Good working knowledge of Microsoft packages Word and Excel, A level of English language competency and communication skills necessary to perform this role safely and effectively.	Working knowledge of Scottish procurement legislation Wide knowledge of major medical equipment, and medical and surgical products along with non-medical product portfolios utilised within the healthcare arena. The Scottish procurement reform bill. Problem solving skills. Working knowledge of other Microsoft	Application Form and Interview.

		packages.	
Aptitude	<p>Ability to work on own initiative to meet deadlines.</p> <p>Ability to work calmly and accurately under pressure whilst dealing with a number of issues at the same time.</p> <p>Assertive team player and builder.</p> <p>Responsive to all customer needs.</p> <p>Determination to meet objectives and work to challenging deadlines.</p> <p>Comfortable with the handling of complex statistical data.</p>	Flexible worker.	Interview
Other	<p>Team player.</p> <p>Ability to travel.</p>	Car owner	Interview