

Job Description

Role: Procurement Business Partner	Region / Department: Corporate Services - Procurement
Reports to: Head of Procurement	Pay Grade: Grade 4 Upper £37,563 - £41,552 pro-rata, per annum
Location: Various. Hybrid model WFH by agreement and relevant Trust site, together with visits to appropriate region/directorate.	Type of Contract: (e.g. Permanent / Fixed Term, Full time / Part-time) - Permanent, Full Time

JOB PURPOSE

To ensure the provision of an efficient and professional Procurement service to management teams and staff across the Regions/Directorates. Support the delivery of Regional/Directorate projects and the development of partnership relationships through discussion with Regional/Directorate managers and staff. Supporting the implementation of the Procurement Strategy across the Trust, together with the development of Procurement policies, processes and procedures.

This role will support Trust-wide procurement activity delivering a range of business improvements including delivering savings, expanding contract coverage, supplier rationalisation, enabling better planning of workload, improved coordination and communication with key internal stakeholders and suppliers to produce measurable results across a range of indicators.

Reporting to the Head of Procurement, the postholders are required to support them in delivering the Trust's Procurement Strategy that will contribute to the Trust's objectives and be able to represent Procurement to internal stakeholders and suppliers as required.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- As a manager in the Procurement Team: Responsible for providing Procurement support to regional and directorate teams on an ongoing basis, including providing advice and guidance on sustainable procurement, procurement policy and processes as required, and delivering local coaching on processes to boost compliance.
- Implement strategic procurement across the Trust including developing category management plans, undertaking strategic sourcing, working collaboratively on tender processes and subsequent contract management of key suppliers to ensure that Trust achieves best value, compliance with relevant legislation and minimising risk.
- Develop strong collaborative working relationships with key stakeholders to enable local information gathering on upcoming projects to facilitate early engagement and better workload planning,

together with the identification of savings opportunities and other opportunities for efficiency and business improvement.

- Develop strong collaborative working relationships with key suppliers to ensure business critical contracts are delivered as expected, with ongoing improvements in value and sustainability over the period of the contract.
- Support the Head of Procurement with various Trust-wide projects and activity, including re-development and implementation of the Sustainable Procurement Policy and procurement procedures, supplier rationalisation, achieving savings targets and ultimately reducing the Trust's Scope 3 carbon emissions.
- Undertake a portfolio of tenders over £50k and ongoing contract management of strategic suppliers as agreed with the Head of Procurement and aligned with the Trust's ethical and sustainability policies.
- Support the implementation of sustainable procurement initiatives across the Trust to reduce the Trust's Scope 3 carbon emissions.
- Identify, lead and deliver process improvement initiatives working with colleagues in other teams as required introducing better controls, improved reporting and process automation where possible. Able to lead activity and work pro-actively with a range of stakeholders using their initiative, problem-solving and procurement skills.
- Create and develop a continuous improvement culture looking for opportunities to reduce the supply base and consolidate spend to achieve savings, build closer relationships with key suppliers and secure improved services for stakeholders, as well as opportunities for increased automation in the purchase to pay process, use of catalogues etc. Together with developing and implementing streamlined and user-friendly processes, procedures, and reports to support activities within their internal customer teams, provide coaching for staff to embed these processes and embed reviews to ensure that these continue to be fit for purpose.
- Accurate recording of savings and other KPI data to support reporting to ExCo.
- Any other duties commensurate with the role.

Key Performance Indicators

- Savings targets achieved.
 - Tenders and other work delivered to agreed timelines.
 - Higher level of compliance with procurement processes identified through internal audit process.
 - Reductions in carbon emissions evidenced.
 - Reduction in supply base numbers, including churn, evidenced.
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REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential:

- Degree in relevant subject (e.g. Business, Law etc), MCIPS or demonstrably significant and high quality directly relevant experience.

Experience

Essential:

- Demonstrable relevant experience in procurement in activities including but not limited to: tendering and contracting, sustainable procurement initiatives, procurement systems, contract management.
- Experience in supporting non-procurement managers and staff complying with procurement processes.
- Experience of identifying savings opportunities or process changes required and influencing stakeholders to participate in these.
- Experience of managing change, including training and supporting stakeholders to implement changes.
- Demonstrable track record of collaborative working and informal training/coaching skills.

Desirable:

- MS Dynamics experience.
- Clean driving licence.
- Charities/Third Sector Experience.

Skills & Knowledge

Essential

- Sound verbal and written communication skills with ability to serve internal and external customers with courtesy, diplomacy and efficiency and explain procurement information in an understandable way.
- Be tactful, diplomatic with excellent negotiating skills with the ability to train others through effective coaching skills.
- Must have good analytical and numerical skills.

- Ability to work under pressure, juggling conflicting priorities, managing change, and delivering to tight deadlines without compromising accuracy or work or provision of customer service.
 - Must be self-motivated with a proactive approach to work, ability to take initiative & identify opportunities, to accept challenges and responsibility, and initiate and implement change within agreed framework.
 - Must have the ability to gain a clear and rapid understanding of a range of procurement and management issues.
 - Able to collaborate effectively with members of the team and build cross-organisation relationships.
 - Must be a team player, with a willingness to seek advice and guidance with a consultative approach to problem solving.
 - IT skills – competent user of Microsoft packages; to ability to assimilate and adapt quickly to new packages and other information technologies and systems. Must also have the ability to assist others in Information Systems and technologies.
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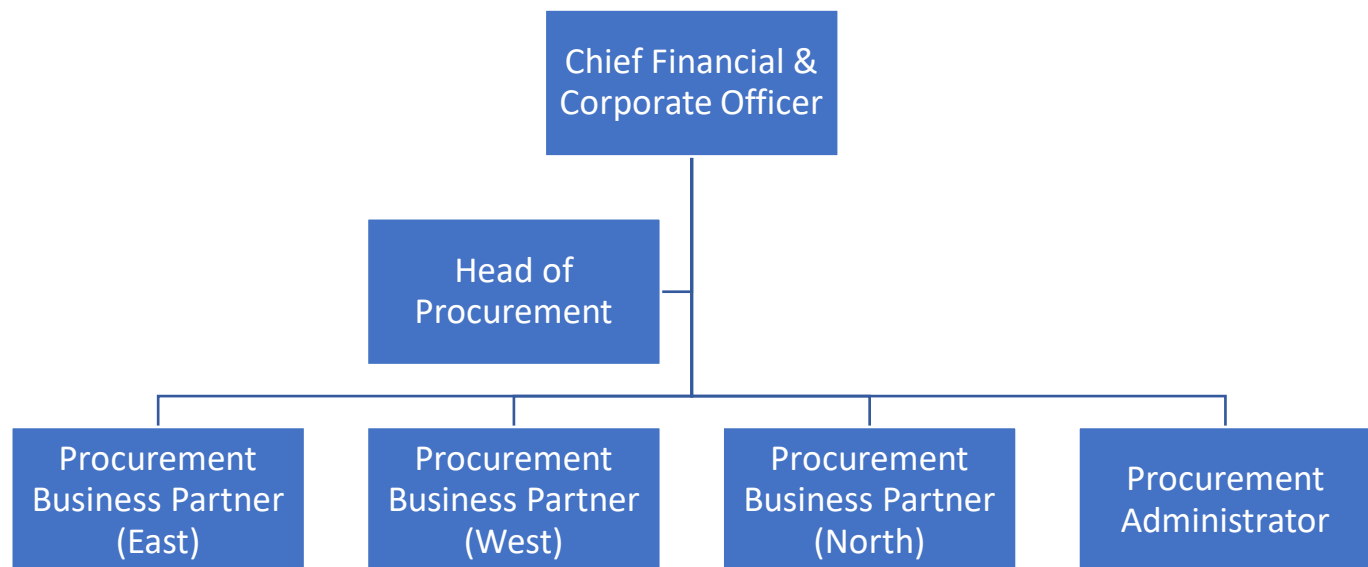
DIMENSIONS AND SCOPE OF JOB

Financial Management

- Not a budget holder

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

ORGANISATION STRUCTURE



Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 30th March 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"