



JOB OVERVIEW

About SCW in a few words

South Central and West (SCW) is an NHS organisation providing support and transformation services to health and care systems, helping them achieve the best possible outcomes for people, communities and populations. As partners of choice to more than 200 organisations that support millions of people, our mission is to help deliver the NHS Long Term Plan, improving the health and wellbeing of the nation.

“We want SCW to be a great place to work, where we all feel safe and can be our authentic selves. This means valuing and respecting everyone from all backgrounds and embracing equality, diversity, inclusivity & wellbeing across everything we do. We are committed to listening, learning and improving on our approach to ensure these principles remain at our heart, helping us all to thrive.”

Job Title	Associate Director of Procurement
Band	Band 8c
Department	Integrated Health and Care Services / Procurement
Reports to	Deputy Director of Procurement

Our purpose

To enable our customers to achieve the best possible outcomes for their patients and populations.

This job helps improve outcomes for patients, service users and populations by:

Helping to get the right people in the right place at the right time to support patients, service users and populations.

The Role

The Associate Director of Procurement is a leadership post within SCW, with responsibility for the strategic and operational development of the services and supporting the Deputy Director of Procurement to shape and manage the current and future direction of the services. The post holder will manage a portfolio of services to both SCW and its customers ensuring that all statutory, regulatory and NHS requirements are met. These services currently include:

- Non-Clinical Procurement Service
- SCW Commercial team

The Commercial Team provides commercial capacity and capability to support and advise managers and staff across SCW to drive maximum benefit and efficiencies from contracts. With the Head of Commercial as your direct report, you will oversee delivery of an effective commercial service supporting and advising colleagues across SCW, whilst managing a team to deliver effectively and efficiently all commercial activity. The SCW Commercial team also owns and maintains SCW’s internal contract registers and standard contracting suite.

The Non-Clinical Procurement Service delivers a high performing end to end procurement service to SCW and various external customers, ranging from order processing through to complex project procurement. The Non-Clinical Procurement Service also has a broad role in supporting the governance of the organisation, and interacts regularly with NHS England and others to aid of this.

Key Responsibilities

- Provide leadership, vision and alignment of the non-clinical procurement and commercial teams and be responsible for the delivery of annual work programmes.



- Lead business development for the two services and own internal and external account management responsibilities. Align activity with SCW's wider account management and support multi-disciplinary service promotion.
- Be a credible, visible and authoritative adviser on procurement and market management issues to senior executives in customer organisations, and to SCW internally
- Support the development and delivery of commercial procurement strategies requiring supplier innovation, senior stakeholder engagement, and/or market building/shaping on behalf of external and internal customers
- Play an active role in SCW's Senior Leadership Team, in particular contributing to the wider commercial development of SCW
- Operate effectively in a flexible and demanding environment whilst having regular contact with internal and external stakeholders. This will often include the need to engage with them over sensitive, complex, contentious legal and confidential issues.
- Take a leadership role within SCW on commercial and procurement governance issues, including supporting senior colleagues throughout the organisation on business case development. This will also include being a key contact with NHS England colleagues.
- Support the development and management for the budget and ongoing monitoring of expenditure, ensuring the appropriate documentation is available for scrutiny. Furthermore, constantly strive for value for money and greater efficiency in the use of these budgets, taking into consideration that they operate in recurrent financial balance year on year.
- The post requires a commitment to travel the geography covered by SCW.

Qualifications and Experience Required	
<p>Educated to master's level or equivalent level of significant specialist experience and track record of procurement and market management</p> <p>Full CIPS membership qualification (MCIPS)</p>	<p>Extensive and in-depth knowledge of specialist areas. Knowledge of all related public procurement legislation as applied to NHS procurement for both healthcare and particularly non-healthcare related activity, contract law and competition law.</p>
<p>Provide and receive highly complex, legally sensitive and/or contentious information with the ability to present information to a wide range of stakeholders in a formal setting</p>	<p>Problem solving skills and the capability to plan over short, medium and long term timeframes whilst having the ability to respond to sudden, unexpected demands</p>
<p>Manage strategic relationships with a range of stakeholders both internally and externally</p>	<p>Experience of managing and motivating a team with a proven track record of delivering service to a high standard</p>

Suitable for

An experienced leader with a proven track record in delivering high profile commercial and procurement services to the highest standard. Operating effectively in a flexible, demanding, complex and challenging environment, proactively building good working relationships with a wide range of senior stakeholders you will be required to support and manage change. You will be able to identify, develop and promote best practice in procurement and business efficiency, drawing on experience and expertise, and learning from elsewhere in the NHS and other sectors.

You will demonstrate outstanding leadership qualities, delivering procurement and commercial strategies through inspiring the team to deliver high quality, health and care services by creating an environment of trust, inclusion, mutual respect, and shared aspiration, in which all can contribute fully and openly to achieving collective goals.

PART 1 - JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

1. General

- To deputise for the Deputy Director of Procurement as delegated
- To support the Deputy Director of Procurement in embedding of the vision and direction for the services; communicating priorities and business plans and ensuring that individual and team objectives are aligned with them.
- To manage and direct the portfolio of services within the role, motivating and developing staff within the teams, ensuring they are equipped to deliver services to the highest standard.
- Be highly visible as a collaborative leader and role model, actively engaging with colleagues and promoting a culture of inclusive and supportive multi-professional leadership.
- To promote a culture across the non-clinical and commercial teams that acknowledges the value of positive change and diversity; supporting the delivery of strategies and involving and supporting those who will be affected by any change; helping them see the bigger picture, the political context and sensitivities, ensuring line managers do the same.
- Take personal responsibility for resolving key issues; using insight into individuals, groups and organisational dynamics to gain agreement; involving and influencing everyone necessary to get the job done.
- Work closely with senior colleagues across SCW to ensure interactions with the Commercial and Non-Clinical procurement teams are pro-active, positive and planned
- Attend regular SCW corporate meetings, including up to and including on occasion SCW's Executive Management Team, to present report and updates on the functioning of the Commercial and Non-Clinical procurement teams
- Develop and maintain a close working relationship with relevant NHS England colleagues in relation to business case and other approvals between NHS England and SCW
- Work closely with Corporate Finance colleagues to ensure alignment of processes, policies and other relevant business rules are followed
- To identify, develop and promote best practice in procurement and commercial activity, drawing on experience and expertise, and learning from elsewhere in the NHS and other sectors
- To ensure creation and alignment of the teams work plans meet customer requirements at all times, adjusting plans and resources as required
- To ensure that all programmes and projects deliver to time, cost and quality requirements; systematically organising activities, clarifying tasks and responsibilities and making best use of resources
- To carry out regular 1:1 meetings on a monthly basis and annual PDR and development plans for all direct reports and where necessary progressing any disciplinary or capability issues
- To ensure that appropriate National standard operating procedures, instructions and processes are put in place for the procurement function and that all procurement staff and customers understand and comply with such procedures
- To assist with the management of the financial expenditure for directorate budget in line with Standing Orders and Standing Financial Instructions to maximise income generation and Value for money on all expenditure
- Actively seek out income opportunities within the Commercial and Non-Clinical procurement teams
- To support the Deputy Director in their role as the CSU lead for internal audit and corporate governance, supporting the management of the directorate risk register, ensuring all serious risks are identified and brought to the attention of senior managers.
- To ensure that the quarterly SAR reports are sent to the CSU Corporate risk management meeting and attend when requested.
- Participate in internal and external audits relating to non-clinical and commercial services
- To ensure the teams have in place systems that identify the hours expended on projects to the project fee and report this information to the monthly senior management team.
- Work with customers and senior SCW colleagues to agree priorities, deliverables, added value and resource implications of proposed procurements and market interventions and align workplan to customer requirements

- Provide challenge to relevant project groups, developing radical and robust solutions and acting as a catalyst for change, ensuring that solutions and outcomes are based upon recognised best practice.
- Make judgments and support the assessment of impacts/co-dependencies of current and emergent local and national policy, strategy and legislation
- Employ effective communication, negotiation and influencing skills to enable stakeholder relationships to deliver objectives.
- Support the development, implementation and adherence to related organisational corporate policies.
- Propose and draft amendments to policies, guidelines and service level agreements/customer contracts in respect of commercial team activity for SCW.
- Ensure that all staff that you have responsibility for are aware of relevant policy and procedures and that communication is developed and deployed appropriately and positively and creatively challenge current thinking in order to develop new and/or improved policy and operational working practices
- To ensure all teams deliver to the highest possible standards and agreed key performance indicators.
- Support the development and build of products and services to meet customer requirements, ensuring robust mechanisms for continuous operational and business improvement are established and monitor contract performance. Take action to address areas of concern.
- Keep abreast of comparable services and use performance indicators and benchmarking to understand standards and make improvements in service delivery accordingly to remain “best in field”.
- Provide regular briefings to staff on SCW strategies and priorities ensuring all staff know how they contribute to the business. Build effective relationships with colleagues at all levels through open communication and constructive feedback.
- Provide mentoring and support to colleagues and actively encourage the development of their skills, knowledge and experience through opportunities that are available across SCW.
- Support SCW’s ways of working, model its values and actively engage with the organisation

2. Other

- 2.1. To carry out other appropriate delegated duties as required by the Line Manager
- 2.2. The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role
- 2.3. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation
- 2.4. Support other Teams within the Service Line as required

Part 2 – PERSONAL SPECIFICATION

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

 Aspirational Collaborative Insightful Patients First Respectful	Assessed by	
	Essential	Desirable
Values & Behaviours		
Patient First – Customer Excellence	A/I	
Aspirational	A/I	
Collaborative	A/I	
Insightful	A/I	
Respectful	A/I	
A commitment to Equality, Diversity and Inclusion	A/I	
Education		
Educated to master’s level or equivalent level of experience of working at a senior level in a specialist area	A/I	
Member of relevant professional body	A/I	
Knowledge & Experience		
Manage strategic relationships with a range of stakeholders both internally and externally	A/I	
Experience of managing and motivating a team with a proven track record of delivering services to a high standard	A/I	
Strategic thinking – ability to anticipate and resolve problems before they arise	A/I	
Take decisions on difficult and contentious politically and legal issues where there may be a number of courses of actions	A/I	
Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales	A/I	
Skills & Capabilities		
Provide and receive highly complex, legally sensitive and/or contentious information with the ability to present information to a wide range of stakeholders in a formal setting	A/I	
Problem solving skills and the capability to plan over short, medium and long term timeframes whilst having the ability to respond to sudden, unexpected demands	A/I	
Negotiate on difficult and controversial issues including performance and changes	A/I	
Be able to prioritise own work effectively and be able to direct activities of others	A/I	
Working knowledge of Microsoft Office and intermediate keyboard skills	A/I	
Previously responsible for a budget, involved in budget setting and working knowledge of financial pressures	A/I	
Effective organiser, influencer and networker	A/I	
Demonstrates a strong desire to improve performance and make a difference	A/I	

Assessment methods

Application form (A), Interview (I), Testing/assessment (T), Presentation (P)

Date prepared	20 February 2023	Date of Job Evaluation		JE Reference	
Written by					
Approved by					

Part 3 - GENERAL INFORMATION FOR POST-HOLDER

The post holder must at all times carry out his/her responsibilities with due regard to the organisation's handbook. All staff has a responsibility to participate in the organisation's Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for. Part 1 of the Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the service.

Equality & Diversity

The Organisation is committed to applying the principles of equality and diversity at all times. You are required to be fully conversant with this policy, breaches of which may be considered as gross misconduct.

Sustainability

SCW is committed to achieving net zero carbon emissions by 2040 in line with the rest of the NHS. In order to help meet this commitment, it is the responsibility of all staff to minimise the organisation's environmental impact by following the commitments and actions outlined in SCW's Green Plan. Staff should complete the mandatory training and take note of relevant communications, policies and guidance to support the achievement of this ambition.

Information Governance

It is a contractual requirement for the post holder to ensure that they have or acquire the necessary skills to implement good practice in all matters relating to information governance and in particular the processing of personal data, special categories of personal data and personal confidential data whether they can be attributed to an identifiable individual or not. Staff must also be aware of their obligations with regard to the processing of commercially confidential information.

The post holder must adhere to information governance and related policies and procedures and be aware of the need for their compliance to the relevant Data Protection Legislation including the Data Protection Act 2018 (DPA 2018), the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the Law Enforcement Directive (LED) (Directive (EU) 2016/680), regulations made under the DPA 2018 and any applicable national Laws implementing them as amended from time to time. This includes all applicable Laws concerning privacy, confidentiality or the processing of personal data including but not limited to the Human Rights Act 1998, the Health and Social Care (Safety and Quality) Act 2015, the common law duty of confidentiality and the Privacy and Electronic Communications (EC Directive).

Managers have a responsibility to ensure that their staff are equipped with the necessary tools to use in the implementation of good information governance practices.

Records Management

The post holder has a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records. The types of record held may include paper-based patient or staff records, administrative and corporate records, photographs, microfiche, audio recordings, e-mails, electronic and scanned records and messages received and sent through the various social media channels currently available.

Data Quality

The organisation is committed to producing relevant and reliable data and information to support decision making, manage performance and provide evidence to demonstrate compliance with relevant standards in line with the principles and requirements of the Data Protection Legislation. The post holder is responsible for ensuring any data and information recorded by the individual complies with all policies relating to the management of the organisations data and information.

Health and Safety

Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to maintain awareness of safe practices and assessment of risk.

Financial Regulation

All staff are responsible for security of the organisation's property, avoiding loss or damage and being economical and efficient in the use of resources. Staff should conform with the requirements of the Standing Orders, Standing Financial Instructions and other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Sustainability

It is the responsibility of all staff to minimise the organisation's environmental impact by recycling wherever possible, switching off lights, computer monitors, **electric heaters are also turned off when not in use and not left unattended**, minimizing water usage and reporting faults promptly. Staff should take note of relevant communications and attend mandatory training when required.