

PROCUREMENT AND CONTRACTS MANAGER JOB ADVERT

Full time, based at our office in Swansea. £50, 000 to £55, 000

The Healthcare Management Trust (HMT) is a purpose-led healthcare charity established over 35 years ago, employing over 600 team members and with an income of approximately £50 million. We care deeply for people; whether that be our team members, our patients and residents, or the communities we serve. We currently operate two acute hospitals in Swansea and Grimsby and several care homes; provide consultancy services to other charities; make grants and fund research; and promote healthy and active lifestyles across a wide age range in the communities in which we are based. We have an exciting development programme, which includes a new, state-of-the-art care home in Littlehampton.

We are seeking a **Procurement and Contracts Manager** to join our team and to help us move forward on the next phase of our growth journey. This role reports to the Head of Finance.

KEY RESPONSIBILITIES

Procurement:

- Development and implementation of the HMT's procurement and strategic sourcing strategy for all of HMT.
- To lead on core procurement initiatives and present efficiency outcomes to the Executive Team.
- Develop and sustain a combined ethical, quality and cost-efficient Supply Chain Management programme.
- Support the Budget Holders at site level when it comes to 'Best Practice' and remaining competitive through positive utilisation of central contracts.
- Work collaboratively with the Finance Team in ensuring the Purchase Order system is maintained.
- To establish contracts and purchasing arrangements to cover all goods and services for a designated portfolio to ensure full use of leverage and added value.
- To take responsibility for negotiating tenders and contracts for goods and services, achieving the most economically advantageous outcome.
- Conduct detailed evaluation of tender returns, using appropriate financial assessment and purchasing and supply criteria. Ensure products and suppliers meet required standards according to English and EU law.
- Maintain the Preferred Supplier list and ensure that is regularly reviewed and updated.
- Where possible, to introduce EDI with key suppliers for both raising of purchase orders and pricing.
- Supporting the review of purchase order requests from within HMT, ensuring best practice at all times.
- Implement and management of a purchasing card process in respect of one-off suppliers.
- Lead the review of service level agreements and stock/consumable pricing.

Contract Management:

- Establish and manage a central contracting database incorporating all contracts, both expenditure and revenue generating.
- Negotiating with suppliers in person and on teleconferences.

- Develop and implement a process and timetable for contract monitoring and performance management as required by the various contracts entered into, both revenue generating and expenditure.
- Communicate changes to material contracts as they occur to the Executive. For all other contracts, a quarterly update to the Executive Team to ensure that there is a clear understanding of the contractual commitments required and also engagement at a senior level at each site.
- Evaluating supplier competency and personally taking the initiative to manage suppliers / vendors which are not complying to SLA's, contracts and/or PO deadlines.
- Ensure all contractual deadlines are met in relation to reporting including the various elements of contractual performance, this includes coordinating all contractual datasets for each contractual deadline, and coordinating information to meet, KPI and quality requirements.
- Ensure compliance with the requirements of the standard NHS contract and that appropriate contractual processes are in place and adhered to at all times.
- Ensure compliance with the requirements of the insurance policies.

General:

- Provide procurement best practice in relation to day-to-day activities and designated projects, ensuring attainment of annual savings targets.
- Support and aid implementation of cost reduction schemes in accordance with annual plans and strategic aims agreed by the Executive Managers.
- Expediting deliveries when support is requested within HMT.
- Resolving queries & accounts liaison.
- Willing to travel to all the HMT sites which may sometimes require overnight stay.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Educated to Degree level or equivalent
- MCIPs qualified or working towards
- Minimum 5 years' experience within the purchasing and /or supply chain focused role of an independent healthcare provider(s)
- Knowledgeable of purchasing practices within an independent healthcare setting
- Excellent communication skills, written and verbal English
- Knowledgeable in areas of: project management, negotiation, contract management, cost and price management
- The ability to influence and manage commercial opportunities and a diverse group of stakeholders
- Good interpersonal skills and the ability to forge effective professional relationships
- The ability to multi task, reassessing priorities to ensure projects are managed and completed to timescales
- Self-motivated and strong organisational skills
- Analytical approach to tasks with excellent numeracy and confident IT skills
- Diplomacy and negotiation skills

Appointment will be subject to an appropriate DBS check.

If you are interested and believe you have the experience we are looking for, please send your CV for attention of the Executive of Finance, via email to nroissetter@hmt-uk.org Applications must be received by 31 August 2023.

To find out more about The Healthcare Management Trust please visit www.hmt-uk.org