

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>SENIOR DIGITALPROCUREMENT MANAGER</b>
<b>BAND:</b>	<b>8B</b>
<b>DEPARTMENT:</b>	<b>INNOVATION &amp; TRANSFORMATION</b>
<b>DIRECTORATE:</b>	<b>DIGITAL</b>
<b>REPORTING TO:</b>	<b>ASSOCIATE DIRECTOR – INNOVATION &amp; TRANSFORMATION</b>
<b>ACCOUNTABLE TO:</b>	<b>CHIEF TECHNICAL OFFICER</b>

**JOB SUMMARY**

The Senior Digital Procurement Manager is a key member of the Innovation and Transformation Team and is a member of the Digital Leadership Team.

The role is responsible for the management and delivery of a cost effective, efficient and responsive Procurement management service to the Trust’s Digital Services

The role includes responsibilities such as HR management, vendor management, financial management, and consistent service improvement for the Procurement service.

Working in a matrix management arrangement and responsible to the Associate Director (Innovation & Transformation), the post holder will support the Digital teams in the delivery of business-as-usual objectives. The role will also be responsible for working in collaboration with the Programme and Project Managers on projects relating to the relevant clinical systems and interfaces.

The Digital Procurement Team is responsible for the successful undertaking of procurement and contracting activities in relation to the digital portfolio and consists of staff with specialist knowledge to support the following functions:

- Digital Contracts
- Digital Procurement
- Digital Equipment & Service Ordering
- Digital Stock & Supplies
- Vendor & Supplier Management

The post holder is guided by national policy and regulations with responsibility to interpret the policy and ensure compliance.

The role will involve regular complex and highly confidential communication with internal and external stakeholders or suppliers. The post holder will provide expert procurement advice, strong leadership and clear direction to the Digital Leadership team and senior colleagues across the Trust. The role will work to establish and maintain excellent relationships with other partners and stakeholders.

**KEY RESPONSIBILITIES**

- Responsible for the day-to-day operational management of the Digital Procurement team.



- Oversee the management and appointment of suppliers in relation to contracting at every stage of the process be that procurement of new services and goods or management of existing contracts.
- Build and maintain robust and advantageous relationships with suppliers and vendors enabling speed and resilience of service and supplies.
- Endorsing best practice within the digital teams to ensure high level of compliance with Trust SFIs and relevant legal frameworks.
- Resolving challenging and highly complex issues that have been raised with the department from internal and external stakeholders and operational departments.
- Lead the development of a fully integrated, robust and effective supply chain ensuring maximised logistical performance.
- Lead the development of performance indicators as an aid to maximising the effective delivery of digital services.
- Develop and implement the aims, initiatives, and tactical objectives of the Trust Procurement Strategy.
- Lead, innovate and initiate project work with clinicians and managers to ensure effective contract management and contract compliance for all goods and services as they relate to Digital.
- Ensure that service delivery standards and performance targets are achieved.
- Act as an ambassador for the Trust, ensuring the positive development of the Trust brand, championing the Trust's values.
- Deputise for Associate Director – Innovation & Transformation.

**MAIN DUTIES AND RESPONSIBILITIES**

Management/ Leadership	<ul style="list-style-type: none"> <li>• Day to day operational management of the Procurement team</li> <li>• Responsible for leading and effectively managing the procurement agenda on behalf of the Trust's Digital Service including service development and improvement.</li> <li>• Act as Trust lead and reference point in all Procurement matters for Digital Programme and Projects team and Operational Teams</li> <li>• Contribute to achieve the goals and corporate objectives set out in business cases ensuring improvements and benefits are achieved and delivered</li> <li>• Prioritise, develop, introduce and implement policies and procurement procedures in relation to Digital services.</li> <li>• Develop integrated relationships with the Trust service lines to promote the benefits of effective digital procurement by influencing, negotiating, educating, persuading senior managers and clinicians to embrace innovative alternatives to contribute towards the overall strategic aim of improving quality of care and treating more patients for a lower overall cost.</li> <li>• Manage a constant stream of conflicting priorities utilising exceptional organisation or communication skills, ensuring that complex technical information can be explained in non-technical / business terms.</li> <li>• Take ownership of escalated issues, handling until an</li> </ul>
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	<p>acceptable resolution is achieved and escalating when necessary.</p> <ul style="list-style-type: none"> <li>• Work with the Associate Director – Innovation &amp; Transformation to define the digital procurement strategy and manage continual service improvement.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Work collaboratively with the Digital Leadership team to ensure effective workforce planning that meets the needs of both current or future service developments, ensure that all staff receive appropriate education or training opportunities which supports the workforce strategy and therefore, the strategic aims of the Trust.</li> <li>• Overall responsibility for ensuring adherence to Trust HR policies within the Infrastructure and Unified Communications Team and that appropriate action has been taken when necessary.</li> </ul>
Performance and Quality	<p><b>Service Delivery and Improvement</b></p> <ul style="list-style-type: none"> <li>• Develop processes in collaboration with other team leads to jointly manage the business, delivery and development of Digital services offered to the Trust.</li> <li>• Oversee the procurement function with a focus on procurement and purchasing related issues within the Trust and with external agencies and suppliers for programme and projects</li> <li>• Educate digital staff in teams across the service in relation to contracting and procurement.</li> <li>• Develop relationships with NHS and private sector organisations to establish both long- and short-term collaborative partnerships to procure goods and services where joint commitment will yield enhanced value for money as it relates to Digital.</li> <li>• Communicate and promote the Trust's Digital Portfolio facilitating good understanding and adoption of changes to the Trust processes and Standard Operating Procedures.</li> <li>• Liaise with professional leads from other Trusts and other NHS sites to evaluate opportunities for joint procurement.</li> <li>• Prioritise, introduce and implement new procurement procedures as initiated at a National level (related to Digital), feeding back on behalf of the Trust as appropriate.</li> <li>• Support the digital teams to analyse, and evaluate tender returns, using appropriate evaluation methods, to deliver evidenced compliance.</li> <li>• Undertake high level tendering and contracting activity, developing Terms &amp; Conditions as necessary as it relates to Digital</li> <li>• Monitor purchasing trends to develop strategies to optimise the ability to reduce cost and enhance value for money.</li> </ul>



	<ul style="list-style-type: none"> <li>• Prepare procurement and contract papers for review, authorisation and deliver presentations to Digital Senior Team, Boards and Committees.</li> <li>• Unify and harmonise contracts across the Trust from all sites that relate to the provision of digital services and goods.</li> <li>• Produce contract documentation and let contracts in line with Trust Policies and Procedure.</li> <li>• Evaluate opportunities, develop strategies, set priorities, lead negotiations and co-ordinate all related activity to establish a core group of preferred/partner suppliers as related to Digital.</li> <li>• Ensure accurate and up to date advice is available to all work streams under the Digital Portfolio to achieve maximum efficiency in the procurement processes while ensuring compliance with existing guidelines and regulation</li> <li>• Lead change to support the continued rationalisation and standardisation of products and services across the Trust.</li> <li>• Contribute with subject matter expertise to formalise the legal aspects of the acquisition, implementation and maintenance of the various solutions, maximizing value for money.</li> <li>• Adopt best practices and encourage other organisations and suppliers to support innovation and cost reduction initiatives.</li> <li>• Develop Inventory Management and Catalogue Management processes and systems as they relate to Digital.</li> <li>• Manage and develop purchasing information systems to facilitate efficient ordering of goods and services within the Trust as they relate to digital services.</li> <li>• Undertake supplier/contract reviews in collaboration with operational digital leads to ensure high levels of service and enable improvements.</li> <li>• Maintain knowledge of changing market conditions and technologies that enable efficiencies and service development</li> <li>• Ensure an evidence-based approach to relevant audit/and or evaluation work on all aspects of quality improvement.</li> <li>• Gather benchmarking and analyse results presenting to the Associate Director – Innovation and Innovation and relevant committees.</li> </ul> <p><b>Risk Management and Governance</b></p> <ul style="list-style-type: none"> <li>• Lead a culture within the digital procurement team that ensures that all technical and operational employees comply with Trust policies and guidelines.</li> <li>• Support the digital procurement lead and other team leads in the delivery of the governance plan for the department.</li> <li>• Work collaboratively with colleagues to ensure that effective governance arrangements and performance management systems are in place.</li> <li>• Work collaboratively with colleagues to ensure that all risks are</li> </ul>
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	<p>identified and included as appropriate on the organisational risk register and are progressed appropriately to reduce the risk profile.</p> <ul style="list-style-type: none"> <li>• Work collaboratively with colleagues to address complaints and incidents appropriately, lead the learning from such events to ensure that a cycle of continuous improvements stem from this learning is achieved across the department.</li> </ul> <p><b>Corporate</b></p> <ul style="list-style-type: none"> <li>• With other leaders across the Trust, provide public interest entrepreneurial leadership of the trust, within a framework of prudent and effective controls which enable risk to be assessed and managed.</li> <li>• Use specialist knowledge and experience to ensure that decisions taken are in the Trust's best interests.</li> <li>• Work with colleagues to facilitate corporate and service line performance through realistic, cross referenced and measurable objectives.</li> <li>• Put the interests of the Trust before any interest to a specific area of responsibility, and to participate fully in the department's collective decision-making as a team member rather than as a functional or professional advocate.</li> <li>• Hold a 'corporate' leadership role for delivery of cross cutting agendas that defines ways of working between directorates and shapes individual and joint roles across the organization.</li> </ul>
<p>Financial and Physical Resources</p>	<ul style="list-style-type: none"> <li>• Ensure compliance with the Trust's Standing Orders and Standing Financial Instructions, and National and EU legislation</li> <li>• Lead the promotion of customer and staff awareness of the Trust's Standing Financial Instructions, Standing Orders and other supply chain related policies and procedures, ensuring these are adhered to.</li> <li>• Analyse supplier performance against contractual deliverables to ensure value for money and return on investment</li> <li>• Ensure the department meets the required performance standards.</li> <li>• Share and communicate performance indicators and level of performance throughout the department and relevant governance forums, taking action where required to address variance from the standard/milestone.</li> <li>• Ensure that unplanned variation in service delivery (activity, income, expenditure, capacity, performance) is identified and appropriate, timely action taken, including escalation where necessary.</li> <li>• Work collaboratively with the Associate Director (Innovation &amp; Transformation) to lead the department in the development of cost improvement plans and their implementation as part of financial recovery processes.</li> <li>• Develop capital and revenue business cases for submission to the Associate Director (Innovation &amp; Transformation) for review</li> </ul>



	and approval by the relevant committees.
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>• Excellent analytical and problem-solving skills – ability to analyse highly complex data &amp; sensitive information making high level judgements with appropriate timely responses to both planned and unexpected demands.</li> <li>• High level of attention to detail.</li> <li>• Ability to work independently and make autonomous decisions</li> <li>• Excellent communication skills both written and verbal – able to provide and receive highly complex, sensitive information and use persuasion, influencing and negotiation with individuals and groups including key internal and external stakeholders such as Directors and 3<sup>rd</sup> party suppliers.</li> <li>• Ability to embrace, lead and drive change.</li> <li>• Ability to organise and prioritise own workload and direct the work others and adjust plans as required both in the short and long term.</li> <li>• Able to work flexibly to meet the demands of the role.</li> <li>• Strong desire to improve performance and services.</li> <li>• Ability to develop and maintain effective working relationships with peers and management across the organisation.</li> </ul>

**JOB DESCRIPTION AGREEMENT**

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..

**Statement on Employment Policies**

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.  For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.



<p><b>Dealing With Harassment/ Bullying In The Workplace</b></p>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
<p><b>No Smoking</b></p>	<p>To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'</p>
<p><b>Alcohol</b></p>	<p>To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.</p>
<p><b>Confidentiality</b></p>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
<p><b>General Data Protection Regulation (GDPR)</b></p>	<p>To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<p><b>Safeguarding</b></p>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<p><b>Service User and Carer Involvement</b></p>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<p><b>Personal Development</b></p>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<p><b>Quality Improvement</b></p>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>

<b>Professional Standards</b>	To maintain standards as set by professional regulatory bodies as appropriate.
<b>Conflict of Interests</b>	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
<b>Risk Management</b>	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
<b>Personal and Professional Development/Investors in People</b>	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

### PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>SENIOR DIGITALPROCUREMENT MANAGER</b>
<b>BAND:</b>	<b>8B</b>
<b>DEPARTMENT:</b>	<b>INNOVATION &amp; TRANSFORMATION</b>
<b>DIRECTORATE:</b>	<b>DIGITAL</b>
<b>REPORTING TO:</b>	<b>ASSOCIATE DIRECTOR (INNOVATION &amp; TRANSFORMATION)</b>
<b>ACCOUNTABLE TO:</b>	<b>ASSOCIATE DIRECTOR (INNOVATION &amp; TRANSFORMATION)</b>

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	<ul style="list-style-type: none"> <li>Educated to Masters level such as MBA or equivalent experience</li> </ul>	E	S/I
	<ul style="list-style-type: none"> <li>Professional procurement qualification such as CIPS, Professional Diploma or QCF level 6</li> </ul>	E	S/I







	<ul style="list-style-type: none"> <li>Ability to analyse highly complex issues where material is conflicting and drawn from multiple sources (verbal, written and numerical).</li> <li>Dynamic personality and the ability to build trusted stakeholder relationships.</li> <li>Strong external communications skills in a sensitive environment</li> <li>Ability to prepare and produce concise yet insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required</li> <li>Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making</li> <li>Ability to analyse numerical and written data, assess options and draw appropriate initiatives</li> <li>Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales</li> <li>Working knowledge of Microsoft Office with advanced keyboard skills.</li> <li>Good understanding of the current NHS agenda and healthcare policy</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
<p>Personal</p>	<ul style="list-style-type: none"> <li>Excellent analytical and problem solving skills – ability to analyse highly complex data/information and make judgements/draw conclusions – including ability to respond to unexpected demands</li> <li>High level of attention to detail</li> <li>Ability to work independently and make autonomous decisions</li> <li>Strong communication skills both written and verbal – able to provide and receive highly complex, sensitive information and use persuasion, influencing and negotiation with individuals and groups including stakeholders</li> <li>Ability to embrace, lead and drive change</li> <li>Ability to organise and prioritise own workload and direct the work others and adjust plans as required both in the short and long term</li> <li>Able to work flexibly to meet the demands of the role</li> <li>Demonstrates a strong desire to improve</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>

	performance and services	E	S/I
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S: Shortlisting I: Interview T: Test



We care

We respect

We are inclusive