

JOB DESCRIPTION



**Supply Chain**

# **SOURCING MANAGER - FINAL - COMM/SM**

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Operational Staff Manager | Merchandise Operations | Sourcing

## ABOUT THE COMPANY

### About NHS Supply Chain

NHS Supply Chain is a part of the NHS family, and our role is to source, deliver and supply healthcare products, services and food for NHS trusts and healthcare organisations across England and Wales. In all, we serve every NHS Trust and operate a national network of distribution centres. We also manage relationships with more than 1000 suppliers, delivering more than 8,000,000 orders each year to more than 17,000 locations.

By doing all of this on behalf of the NHS, this gives NHS staff more time to focus on their main priority of providing excellent patient care.

NHS Supply Chain's management function is called Supply Chain Coordination Limited (SCCL) which is wholly owned by NHS England and overseen by a Board of directors. We are currently developing our new operating model which will be published in 2023

## JOB PURPOSE

Manage the day-to-day sourcing operations of assigned categories. Contribute and inform the category management process. Advise category managers in buying procedures, coordinate effective market engagement, and ensure effective communication between category managers and key stakeholders.

Ensure compliance to all procurement legislation.

## RESPONSIBILITIES

### Sourcing

Collect and analyze the key cost drivers, market dynamics and issues, areas of innovation, and alternative suppliers for a medium-risk area with some alternatives/medium costs of changing, in consultation with relevant functions to

provide solid market information for decision making.

### **Operations Management**

Carry out operational tasks by following established processes. This will involve adjusting multiple settings or parameters to meet performance standards.

### **Buying**

Support the purchasing team with vendor negotiations. Manage buying for an assigned group of products or services.

### **Policy Development & Implementation**

Work within established procedures to achieve specified goals.

### **Leadership and Direction**

Explain the local action plan to support team members in their understanding of what needs to be done, and how this relates to the broader business plan and the organization's strategy, mission and vision; motivate people to achieve local business goals.

### **Budgeting**

Track budgets and report variances to more senior colleagues.

### **Performance Management**

Respond to personal objectives and use performance management systems to improve personal performance. OR Monitor the performance of the team; allocate work and review completion, take appropriate corrective action to ensure timeliness and quality; contribute to formal individual performance management and appraisal.

### **Organizational Capability Building**

Provide coaching to team members to develop their skills.

### **Procurement**

Achieve specific procurement goals within area of responsibility. May also involve working to improve established procurement procedures.

### **Project Management**

Support others by carrying out a range of project management activities.

**Continuous Improvement**

Contribute to reviewing existing operations in own area of work and support in generating new ideas to assist in identifying continuous improvements.

**BEHAVIORAL COMPETENCIES Plans and Aligns**

Plans and prioritizes work to meet commitments aligned with organizational goals. For example, strengthens alignment and coordination between own work and others', providing well-sequenced activities and exact time frames. Foresees and resolves many potential bottlenecks and delays.

**Manages Complexity**

Makes sense of complex, high quantity, and sometimes contradictory information to effectively solve problems. For example, looks at complex issues from multiple angles; explores issues to uncover underlying issues and root causes; sees the main consequences and implications of different options.

**Ensures Accountability**

Holds self and others accountable to meet commitments. For example, measures and tracks team's and own performance, and helps the team learn from success, failure, and feedback. Adheres to, and enforces, goals, policies, and procedures.

**Optimizes Work Processes**

Knows the most effective and efficient processes to get things done, with a focus on continuous improvement. For example, pays close attention to a variety of metrics and benchmarks; determines both major and subtle ways to optimize processes. Swiftly resolves process breakdowns; takes steps to ensure that problems do not recur.

**Financial Acumen**

Interprets and applies key financial indicators to make better business decisions. For example, determines and estimates the main direct and indirect costs; makes generally appropriate decisions regarding expenditures. Studies financial and quantitative information; uses data to improve performance.

**Business Strategy**

Applies knowledge of business and the marketplace to advance the

organization's goals. For example, clearly understands how own activities relate to critical business drivers. Monitors business news and market changes for impact on the business or on own expertise area; uses this to shape decisions.

### **Drives Results**

Consistently achieves results, even under tough circumstances. For example, holds self to high standards of performance; sets some challenging goals; wants to achieve meaningful results; pursues initiatives/efforts to successful completion and closure. Focuses on key goals, even during setbacks and obstacles.

### **Collaborates**

Builds partnerships and works collaboratively with others to meet shared objectives. For example, enlists a range of stakeholders to add value; ensures they are well informed and surprises are avoided. Confronts and challenges "us vs. them"; shows strong appreciation for others' efforts toward shared goals.

### **Courage**

Steps up to address difficult issues, saying what needs to be said. For example, shares own ideas and points of view openly, regardless of potential criticism or risk; shows conviction when faced with adversity and challenges; raises difficult topics to be sure they are addressed.

### **Resourcefulness**

Secures and deploys resources effectively and efficiently. For example, identifies and obtains resources needed to accomplish objectives; identifies different ways to accomplish work when resources are limited. Makes progress across multiple priorities or responsibilities.

### **BE ENTERPRISING Strategic Mindset**

Sees ahead to future possibilities and translates them into breakthrough strategies. For example, knows what to prioritize for the greatest strategic impact on the organization. Takes industry and market trends into account in decisions. Explores possibilities that may impact the team or organization in the future.

## **SKILLS**

### **Action Planning**

Uses comprehensive knowledge and skills to work independently while providing guidance and training to others on developing appropriate plans or performing

necessary actions based on recommendations and requirements.

**Planning and Organizing**

Uses comprehensive knowledge and skills to work independently while providing guidance and training to others on planning, organizing, prioritizing and overseeing activities to efficiently meet business objectives.

**Costing and Budgeting**

Uses comprehensive knowledge and skills to work independently on costing, budgeting and finance tasks while providing guidance and training to others.

**Negotiation**

Uses comprehensive knowledge and skills to negotiate independently while providing guidance and training to others on how to help the organization by obtaining consensus between two or more internal or external parties who may have different interests.

**Policy and procedures**

Works without supervision and provides technical guidance when required on developing, monitoring, interpreting and understanding policies and procedures, while making sure they match organizational strategies and objectives.

**Review and Reporting**

Applies comprehensive knowledge and skills to work independently while providing guidance and training to others on reviewing and creating relevant, lucid and effective reports.

**Contract Management**

Supervises the construction of assigned properties according to instructions without supervision and provides technical guidance as needed.

**Data Collection and Analysis**

Works independently and provides guidance and training to others on analyzing data trends for use in reports to help guide decision making.

**Strategic Planning**

Applies comprehensive knowledge and/or skills to independently engage in strategic planning.

**Supplier Management**

Uses comprehensive knowledge and skills to act independently while guiding and training others on managing vendors so that they deliver the best possible results given available resources.

Conflict Management, Conflict Resolution Techniques, Contract Change Control, Contract invoicing and payment systems, Escalation, Managing Relationships, Procurement Management Plan, Relationship Building

**Policy and Regulation**

Works without supervision and provides technical guidance when required on interpreting and applying knowledge of laws, regulations and policies in area of expertise.

**EDUCATION****General Education**

Bachelor's Degree or Equivalent Level

**EXPERIENCE****General Experience**

Experience enables job holder to deal with the majority of situations and to advise others (Over 3 years to 6 years)

**Managerial Experience**

Experience of supervising and directing people and other resources to achieve specific end results within limited timeframes (13 months to 3 years)

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## **ABOUT KORN FERRY**

Korn Ferry is a global organizational consulting firm. We work with organizations to design their organizational structures, roles, and responsibilities. We help them hire the right people and advise them on how to reward, develop, and motivate their workforce. And we help professionals navigate and advance their careers.

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