

JOB DESCRIPTION



Supply Chain

**PERFORMANCE & RISK
SPECIALIST FINAL -
COMMSPRS**

PERFORMANCE & RISK SPECIALIST FINAL - COMMSPRS

Entry Level Professional | Finance and Accounting | Financial Planning and Analysis

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

The post holder will utilise standard processes to audit and approve new suppliers associated via a standardised approach to due diligence and will roll out training and implementation of Supplier appraisal and Performance tools. The post holder will support category teams in conducting supplier market analysis and supplier assessment activities, will ensure the correct KPIs and measures are included in contract documentation and will help to measure compliance of the standards for product assurance processes in place. The post holder will monitor & respond to changes in the external environment to support the risk mitigation and resilience agendas and will coordinate activity with other teams and ensure focus in areas such as sustainability, quality, corporate regulation requirements (e.g., mgmt. of MHRA licenses), social value, scope 3 emissions.

RESPONSIBILITIES**Data Collection and Analysis**

Collate and analyze data using pre-set tools, methods and formats. Involves working independently.

Insights and Reporting

Contribute to the preparation of various data and analytics reports.

Organizational Risk Management

Keep track of risk parameters, identifying any more deviations and reporting them to more senior colleagues. Involves working within established risk management systems.

Stakeholder Management

Deliver stakeholder engagement activities to support development of effective project working relationships and to identify and respond to stakeholder needs and concerns.

Administration

Produce, update and provide best practice support on complex MS documents, databases and other departmental systems, advising colleagues when needed, and using own expertise to help improve processes.

Supplier Management

Investigate incidents with suppliers or supplies and recommend actions in a timely manner to enable the delivery of the agreed services and supplies.

Stakeholder Engagement

Support stakeholder engagement by arranging actions, meetings, and events.

TASKS

Track and validate CMSP financial performance against KPIS

Analyse variances and work with senior staff and peers to ensure correction.

Analysis: perform Business Analysis and Financial modelling. Prepare strategic & financial business management advice.

Business control: assist in financial planning and performance management

(KPI's) of the CMSP.

Develop understanding of CMSP savings streams and support ongoing improvement of savings activity and data through analysis and professional knowledge

Projects: assist in specific projects related to data warehouse, BI, reporting, AP, collection, legal technology, etc.

Monitor fundamental economic, industrial, and corporate developments by analyzing information from financial publications and services, investment banking firms, government agencies, trade publications, company sources, or personal interviews.

Interpret data on price, yield, stability, future investment-risk trends, economic influences, and other factors affecting investment programs.

Support optimum utilisation of SCCL financial systems and where necessary develop or adapt methodologies to create efficiency in financial monitoring

Monitor developments in the fields of industrial technology, business, finance, and economic theory.

Draw charts and graphs, using computer spreadsheets, to illustrate technical reports.

Collaborate with investment bankers to attract new corporate clients to securities firms.

Conduct financial analyses related to investments in green construction or green retrofitting projects.

Forecast or analyze financial costs associated with climate change or other environmental factors, such as clean water supply and demand.

Identify potential financial investments that are environmentally sound, considering issues such as carbon emissions and biodiversity.

Determine the financial viability of alternative energy generation or fuel production systems, based on power source or feedstock quality, financing

costs, potential revenue, and total project costs.

Evaluate financial viability and potential environmental benefits of cleantech innovations to secure capital investments from sources such as venture capital firms and government green fund grants.

Research and recommend environmentally-related financial products, such as energy futures, water rights, carbon credits, government environmental funds, and cleantech industry funds and company stocks.

BEHAVIORAL COMPETENCIES **BE AUTHENTIC Instills Trust**

Gains the confidence and trust of others through honesty, integrity, and authenticity. For example, consistently adheres to organizational policies and practices, even when they are unpopular or inconvenient. Builds trust by honoring commitments and by being open and honest at work.

BE INCLUSIVE Values Differences

Recognizes the value that different perspectives and cultures bring to an organization. For example, grasps the uniqueness of each individual and challenges others who use stereotypes. Seeks out opportunities to learn and put into practice ideas from others with different perspectives, backgrounds, etc.

BE DRIVEN Drives Vision and Purpose

Paints a compelling picture of the vision and strategy that motivates others to action. For example, operates with a clear sense of purpose that gives meaning to everyday activities. Takes steps to advance the organization's vision and ensures that own efforts align with the workgroup's mission.

BE ENTERPRISING Strategic Mindset

Sees ahead to future possibilities and translates them into breakthrough strategies. For example, articulates how own actions contribute to the organization's success and prioritizes actions that will help reach the goals. Sees important trends and starts discussion about how these may impact own work, the industry, or customers.

BE THE DIFFERENCE Cultivates Innovation

Creates new and better ways for the organization to be successful. For example,

constantly looks for new ideas and innovative ways of doing things; makes the effort to get involved in new areas. Offers original ideas and promising new solutions.

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, accepts responsibility for own work, both successes and failures. Handles fair share and does not make excuses for problems. Usually meets commitments to others.

Business Strategy

Applies knowledge of business and the marketplace to advance the organization's goals. For example, shows considerable business insight, beyond the fundamentals. Asks probing questions and draws on a variety of sources to gain insight and to explore business drivers or industry trends.

Collaborates

Builds partnerships and works collaboratively with others to meet shared objectives. For example, learns how to operate as a team player, contributing actively to the group's efforts. Seeks others' inputs, appreciates their contributions; offers to help when the need is clear.

Plans and Aligns

Plans and prioritizes work to meet commitments aligned with organizational goals. For example, outlines clear plans that put actions in a logical sequence; conveys some time frames. Aligns own work with relevant workgroups. Takes some steps to reduce bottlenecks and speed up the work.

Tech Savvy

Anticipates and adopts innovations in business-building digital and technology applications. For example, investigates technologies to learn some cutting-edge best practices. Uses digital/social media to benefit the team and add value to the work being done; understands how to avoid misuse of these tools.

Financial Acumen

Interprets and applies key financial indicators to make better business decisions. For example, provides rich and rigorous forecasts of the financial implications of ideas and opportunities. Makes well-balanced decisions regarding expenditures that take into account multiple considerations.

Nimble Learning

Learns through experimentation when tackling new problems, using both successes and failures as learning fodder. For example, shows a clear desire to learn and questions others to gain new knowledge. Deals appropriately with first-time or unusual problems; seeks relevant guidance and support. Learns from mistakes.

Resourcefulness

Secures and deploys resources effectively and efficiently. For example, accomplishes tasks without waste, leveraging available resources; requests additional resources when appropriate. Manages multiple priorities and competing demands calmly and effectively.

SKILLS**Data Collection and Analysis**

Works without supervision and provides technical guidance when required on analyzing data trends for use in reports to help guide decision making.

Computer Skills

Supports business processes without supervision by understanding and effectively using standard office equipment and standard software packages, while providing technical guidance as needed.

Action Planning

Works without supervision and provides technical guidance when required on developing appropriate plans or performing necessary actions based on recommendations and requirements.

Data Control

Works without supervision and provides technical guidance when required on acquiring, organizing, protecting and processing data to fulfill business objectives.

Analytical Processes

Works without supervision and provides technical guidance when required on supporting research schedules using appropriate analytical processes and procedures.

Analyze Alternatives and Recommend Solutions

Works with full competence to analyze potential solutions and create recommendations based on the expected benefits, costs, and overall value of the solution for key stakeholders. Typically works without supervision and may provide technical guidance.

Observation, Alternatives generation

Business Case Contribution

Works with full competence to interpret, contribute to, or lead business case creation with client departments to quantify current costs, justify project investment, and identify the return on investment. Typically works without supervision and may provide technical guidance.

Analysis Skills, Business Cases, Make (Build) or Buy Analysis, Risk Analysis, Cost Benefit Analysis

Financial Modelling

Works without supervision and provides technical guidance when required on developing financial and economic models for planning and monitoring purposes.

Numerical Skills

Uses an understanding of numerical concepts to perform mathematical operations such as report analysis without supervision and provides technical guidance when required.

Planning and Organizing

Works without supervision and provides technical guidance when required on planning, organizing, prioritizing and overseeing activities to efficiently meet business objectives.

Prioritizing

Works with full competence to prioritize components of a project, program, or

portfolio work in context with risks, activities, stakeholders, etc. across the life of the project or program. Typically works without supervision and may provide technical guidance.

Pairwise comparison grid (prioritization), Prioritization matrices, Prioritization

Project Cost and Budget Management

Works with full competence to estimate and manage the effort and finances to complete the work within budget. Typically works without supervision and may provide technical guidance.

Estimating, Budgeting, Project cost baseline

Project Estimating

Works with full competence to estimate each of the components of project, program, or portfolio work, including costs, activity durations, resource needs, risks, stakeholders, etc. across the life of the project or program. Typically works without supervision and may provide technical guidance.

Parametric estimating, Bottom-up estimating, Analogous estimating, Agile Estimating

Project Quality Management

Works with full competence to manage the work that determines the quality policies, procedures, and responsibilities so the work satisfies the needs for which it was undertaken. Typically works without supervision and may provide technical guidance.

Quality management plan

Project Risk and Issue Management

Works without supervision and provides technical guidance when required on identifying, assessing, prioritizing and managing project-related risks.

Risk Alternative Planning, Risk Analysis, Risk Categorization, Risk Identification, Risk Management Plan, Risk Management Planning, Risk Plan Implementation, Risk Prioritization, Risk Probability and Impact Assessment, Risk Register/Risk Listing, Risk Tolerance, Risk Urgency, Decision Tree Diagrams, Probability And Impact Matrix

Reporting

Works without supervision and provides technical guidance when required on creating relevant, lucid and effective reports.

Requirements Elicitation and Facilitation

Works with full competence to lead facilitated sessions for requirements elicitation, focus groups, and user acceptance testing. Typically works without supervision and may provide technical guidance.

Facilitated workshops, Facilitation planning, Facilitation techniques, Focus groups, Design thinking, Asks Open-Ended Questions, Leverages Open and Closed Questions

Research Methods

Works without supervision and provides technical guidance when required on conducting research using appropriate methods, tools, processes and software.

Research Specifications

Works without supervision and provides technical guidance when required on creating research specifications and related materials.

Customer and Market Analysis

Conducts research and analyzes data with guidance (but not constant supervision) in order to develop a comprehensive understanding of customer and market conditions that enables maximum return on investments.

Human resources systems and tools

Applies concepts of knowledge / skill without requiring supervision; also able to provide technical guidance when required

Expert System Knowledge

Works with full competence to adopt solutions to automate and manage multiple applications and functions within an organization. Typically works without supervision and may provide technical guidance.

Financial analysis

Applies concepts of knowledge / skill without requiring supervision; also able to provide technical guidance when required

Graphics or Photo Imaging

Works with full competence to create and edit art and photographic images, from idea generation to production. Typically works without supervision and may provide technical guidance.

Word Processor Software

Works with full competence to use word processing software and tools. Typically works without supervision and may provide technical guidance.

Charting Tools and Techniques

Works with full competence to use specialized charting and graphics software. Typically works without supervision and may provide technical guidance.

Presentation Creation

Works with full competence to use presentation software to create digital presentations. Typically works without supervision and may provide technical guidance.

Spreadsheet Expertise

Works with full competence to use spreadsheet software. Typically works without supervision and may provide technical guidance.

Document Management

Works with full competence to use document management tools to manage, view, organize, and store documents. Typically works without supervision and may provide technical guidance.

Database Reporting

Works with full competence to use database reporting tools and techniques. Typically works without supervision and may provide technical guidance.

Database User Interfaces and Queries

Works with full competence to create and run queries and interact with various database interfaces and query languages. Typically works without supervision and may provide technical guidance.

Information Retrieval and Searching

Works with full competence to utilize systems and tools required to search for

new data or retrieve existing data in a database. Typically works without supervision and may provide technical guidance.

Development Environment

Works with full competence to set up and maintain desktop environments. Typically works without supervision and may provide technical guidance.

Medical Software Knowledge

Works with full competence to use specialized software to carry out medically related activities. Typically works without supervision and may provide technical guidance.

Electronic Mail Expertise

Works with full competence to use email systems. Typically works without supervision and may provide technical guidance.

Enterprise System Management

Works with full competence to manage projects and monitor applications using enterprise systems and tools. Typically works without supervision and may provide technical guidance.

EDUCATION**General Education**

Short-Cycle Tertiary Education

EXPERIENCE**General Experience**

Sound experience and understanding of straightforward procedures or systems (7 to 12 months)

Managerial Experience

Basic experience of coordinating the work of others (4 to 6 months)

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.

v1.10.13