



JOB DESCRIPTION

Job Title:	Deputy Head of Clinical Procurement
Band:	SMB (NHS equivalent = KFM Band 8b)
Working Hours:	37.5 hours per week
Department:	Clinical Procurement
Location:	Hybrid – 3 days' a week onsite at Denmark Hill/with travel to all KFM sites.
Reports to:	Head of Clinical Procurement & Supply Chain

Values & Behaviours

We are all responsible for working in line with the KFM Values and Behaviours outlined below:

- ◆ **Quality is the priority**
We put quality at the heart of everything we do and are tenacious in pursuing excellence
- ◆ **Accountability is the foundation**
We are accountable and deliver services we are proud of
- ◆ **Working Together gets it done**
We will work together as a close knit team and collaboratively with our clients
- ◆ **Positive Energy delivers results**
We are passionate about what we do and openly express the pride we have in working for KFM

Background

King's Facilities Management (KFM) provides fully managed services for diagnostic and treatment facilities as well as procurement, equipment and supply chain for King's College Hospital NHS Foundation Trust (KCH). KFM is a Limited Liability Partnership fully owned by KCH and employs in excess of 250 staff.

We operate across all sites within the Trust, including King's College Hospital (DMH), Princess Royal University Hospital (PRUH), Queen Mary's Sidcup, Beckenham Beacon and Orpington Hospital.

Role Summary

This is a hands-on, senior leadership role overseeing a portfolio of high profile and complex major procurement projects and working extensively across the business with a wide variety of senior stakeholders. Build a reputation for excellence and leverage new commercial opportunities. Provide strategic procurement leadership, advice and expertise. Manage internal operations and resources to enable the delivery of the vision, business plans, saving targets, day to day operations and financial and quality targets. Build professional relationships, initiate and lead change to enable all team to deliver savings and quality improvements. Retain existing clients by delivery on target and ensuring frameworks are in place to facilitate and monitor client contracts. Work to improve the service, enhance expertise and build procurement capability and capacity.

Main Responsibilities

1. Leadership

- Support the Head of Procurement as a senior leader in the team that will shape the ambition and culture that will enable sustained success.
- Department leader and role model for KFM Leadership and values
- Embed Procurement and HR policies and procedures across the department
- Lead the department to share best practice, collaborate and work as one team.
- Provide support, guidance and feedback through staff appraisals, 1-2-1 and team meetings.

2. Strategy

- Support the Head of Procurement to lead the delivery of the department's clinical procurement savings plan.
- Continue the concept of the category strategy process with a view to continuously improving it.
- Lead multi-disciplinary procurement projects to agree where improved patient care might be achieved through rationalisation and standardisation.
- Take the lead in procurement of healthcare goods and services by delivering a portfolio of complex and high value projects.
- Undertake and continuously update risk assessments on relevant product/service areas.
- Monitor and deliver procurement and contracting activity to achieve best value using technology where appropriate.
- Take responsibility for developing, updating, creating and implementing processes and procedures for the procurement function.
- Provide advice and guidance in the development of external processes and procedures i.e. for other divisions of KFM and client.
- Provide assurance that self and team are working in accordance to regulations, internal processes & procedures and applicable external processes and procedures.

3. Interface and contractual advice

- Act as the client lead for high value and complex projects and sourcing programmes.
- Provide procurement advice on complex, contentious products/contract negotiations.
- In conjunction with stakeholders, review products, catalogues and suppliers.
- Identify opportunities to consolidate, aggregate expenditure, replenishment processes.
- Research the markets and give commercial/contractual advice on the procurement options, process and rules.
- Use procurement expertise to enable client to make decisions and produce accurate specifications.

4. Strategic category management

- Continue established category strategy approach.
- Ensure that category teams are continuously seeking to introduce new and innovative services and products to clients.
- Re-evaluate category and contract coverage and capture into the forward budget.
- Promote closer working relationships between procurement other services/colleagues.

5. Contract management

- Lead the procurement process through agreeing the right SLA agreements and KPIs.
- Ensure and lead a proactive and proportionate contract management approach.
- Ensure close working and knowledge sharing opportunities with the KFM Complex Contracts team.
- Implement and monitor contract initiatives pre and post award.
- Lead the tender and negotiation exercise in line with regulations and SFIs for each client.
- Seek new opportunities and continuously improve the quality of service

6. Provide procurement advice/expertise

- Lead the procurement process through agreeing the right SLA agreements and KPIs.
- Lead strategic priorities and high value and complex projects on time/to budget.
- Provide procurement advice on complex, contentious products/contract negotiations.
- Research the markets and give commercial/contractual advice on the procurement options, process and rules to enable client to make decisions and produce accurate specifications
- Rationalise catalogues and suppliers, consolidate and aggregate expenditure and ensure replenishment processes are optimised.
- Lead effective contract management pre and post award.

- Lead the tender and negotiation exercise in line with regulations and SFIs for each client.
- 7. Resource and financial management**
- Conduct financial analysis and benchmarking in support of procurement projects through use of Excel, creating/format databases and spreadsheets
 - Draw up analysis detailing expenditure and estimating financial benefits from procurement initiatives.
 - Share information with department and clients about savings, targets and benefit tracking.
- 8. Engage and network**
- Develop a reputation as a responsive, innovative service provider to all stakeholders.
 - Engage successfully with clinical/managerial/end users.
 - Explore and exploit opportunities for collaborative working and network with key current and future suppliers, clinical and professional bodies.
 - Ensure that client engagement plans align with the work plans and are signed off by relevant stakeholders.
 - Ensure that all stakeholders “sign off” for work/projects and ensure integrated planning.
- 9. Change and innovate**
- Foster a culture of innovation and improvements and encourage ideas from others.
 - Support and lead workshops, facilitate discussion, field questions and listen to concerns and or objections from all.
 - Lead strategies/plans to implement changes and agree milestones and activities with all.
 - Evaluate the effectiveness of change and benefits achieved.
- 10. Personal effectiveness and development**
- Deputise for the Head of Procurement as required
 - Member of Clinical Procurement & Supply Chain Management Team

Key Deliverables

- Recognised high performing team
- Recognised procurement centre of excellence
- Excellent stakeholder and client feedback
- Approved medium and long terms plans in place to meet agreed strategy
- KPIs in place to measure progress against targets/cost improvement programme.
- Benefits of eProcurement realised
- Standardised products with clear accurate specifications in place
- Budget and projects all within agreed resource and KPIs achieved
- Annual savings targets met

- Compliance with relevant processes and systems across the team – I.e. e-tendering, contracts repository, savings tracking, catalogue management etc.
- New and innovative services/products introduced and/or proposed over a year.
- Lead the team to support the KFM efficiencies target and continuous improvement approach.

Scope

- Management of relevant non-pay expenditure, ensuring that robust category strategies are in place and led to deliver value-for-money and improved services.
- The role is to provide a high-level of expert knowledge and skill to ensure:
 - best practice procurement and strategic sourcing
 - maximise value from the supply chain
 - well defined procurement category plan and strategies
 - management of risk
 - value for money
 - the development and implementation of innovation
 - tracked benefits & contract compliance
 - managed relationships with key stakeholders and suppliers

General

Professional standards

All staff must comply with the King's FM Staff Code of Conduct and demonstrate the company's Values and Behaviours. Senior Managers must also comply with the Nolan principles of public accountability. All staff employed in recognised professions are required to ensure they work to the professional standards and/or Codes of Practice set out for their professional group.

Customer Service

High standards of customer service are expected at all organisational levels and it is the responsibility of all employees to provide KFM customers with exceptional service and work together to deliver continuous improvements in a cost efficient manner.

Health & Safety

The post holder has a general duty of care for their own health, safety and well-being and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.

Fire Safety

Fire Safety is the concern of all King's FM workers whether permanent or temporary and it is of the utmost importance that all familiar with the Fire Safety Policy and Procedures for the department or site where they work. All workers will receive Fire Safety training as part of the company's induction and mandatory refresher training programmes.

Infection Control

The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene requirements of this role. These requirements are set out in the National Code of Practice on Infection Control and in local

policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

Policies & Procedures

To observe the rules, policies, procedures and standards of King's FM and our partner King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.

Confidentiality and Data Protection

All employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 2018 and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the DPA 2018.

Equal Opportunities and Dignity at Work

King's FM is committed to achieving an inclusive and diverse workforce and to equal opportunity and access for all. In applying this policy we seek to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

Personal Development

The post holder is responsible, with management support, for their own personal development and to actively contribute to the development of colleagues. All staff will actively participate in the annual Performance Appraisal and Development Review process with their line manager. All staff will have SMART objectives and a personal/professional development plan.

No Smoking Policy

The hospital has a No Smoking Policy, which means that smoking is not allowed inside the hospital or anywhere within the hospital grounds. Smoking is only permitted within specially designated smokers' 'cabins'. This applies to all patients, visitors and staff.



PERSON SPECIFICATION

Area	Essential	Desirable
Education and Qualifications	Educated to degree level MCIPS (or equivalent experience) Evidence of continuing professional development	Prince2 (or equivalent) MBA (or other professional management qualification)
Knowledge & Experience	Extensive management experience with a team of minimum 3-5 staff Experience of people management, coaching, mentoring supporting and developing staff. Experience of managing complex procurement projects including business case, options appraisal, tender documentation, tender evaluation and contract award processes. A working knowledge of the NHS/Public Sector – and public sector procurement rules. Knowledge of clinical categories Knowledge of category management techniques and experience of the development and implementation of category management plans and processes across significant categories of expenditure. Strong understanding of unlocking value from procurement & supply chain, such as sourcing, tendering, demand management, standardisation and contract management. Experience of working proactively with key suppliers to develop and adopt innovative products and solutions. Experience in Supplier Relationship Management, including supplier performance, continuous improvement and management of supplier expectations. Experience of consistently delivering savings and benefits targets. Able to analyse and interpret spend data and undertake market analysis.	Previously worked within an NHS Procurement Function Knowledge of Trust SO/SFIs Knowledge of NHS Finances Experience of managing outsourcing and outsourced contracts A working knowledge and understanding of the NHS and Acute Trusts

Area	Essential	Desirable
Knowledge & Experience	Excellent numeracy skills and the ability to produce accurate data reports Evidence of market knowledge and category management expertise – specific to the category Experience of working in a pressurised environment Meets tight deadlines in a fast, dynamic environment with consistently high levels of performance Knowledge of Public Procurement Regulations, NHS Standard Terms & Conditions and sound knowledge of contract law. Excellent leadership skills with the ability to engage at all levels	
Skills / Abilities	Excellent range of communication skills and good interpersonal skills (oral, written and presentation) Able to engage with people at all levels Able to communicate effectively with suppliers Able to deal with difficult negotiations and challenging behaviour Able to analyse complex data and situations as required Excellent project management skills and the ability to see through tasks to their successful conclusion within timescales and budgets Accurate report writing skills Ability to prioritise and manage conflicting priorities Ability to generate confidence with a range of stakeholders Self-motivated and able to act on own initiative Well organised with an attention to detail	Experience of using specialist e-procurement tools including e-tendering, e-sourcing and reverse auctions.

Updated: March 2024