

Assistant of Director Sourcing and Procurement (Band 8d)



Recruitment Profile - This is a summary of the Job Description and Person Specification

Blood and Transplant

About the Role

You will play a leading role supporting NHSBT in a major transformation of the Commercial Function. Your responsibilities will include:

- Manage a variety of complex workstreams, often needing to shift between multiple areas.
- Engage with a range of stakeholders and have the ability to manage and build relationships.
- Responsible for creating, maintaining, and developing the pipeline of activity across NHSBT. This includes ensuring that the ATAMIS system is updated at all times to capture the needs of the business resultant activities with appropriate resourcing.
- Maintain responsibility for the delivery of the most highly complex and cross-functionally supported sourcing and procurement activity in NHSBT.
- Lead on a range of relationships and key strategic alliances with senior internal and external stakeholders to shape commercial strategies and ensure delivery of commercial activity across UKHSA.
- Drive innovation, with a strong focus on value for money and flexibility.
- Take responsibility for the vision, strategy, and framework for a number of categories on behalf of the Commercial function.
- Provide strong thought leadership and strategic thinking, collaborate effectively, embrace volatility, and work successfully within a broad and complex organisational structure.
- Manage complexity, applying judgement and making decisions whilst collaborating effectively with levels within the Commercial Function and across NHSBT.
- Be an effective leader with strong interpersonal and negotiating ability, and be able to lead teams, acting as an advocate for change and continuous improvement.
- Responsible for corporate systems (including design, implementation, evolution, maintenance, management and operation),

You will be required to travel and spend time away from base, which will involve working irregular hours and overnight stays when required, with appropriate prior notice.

Organisation Structure



About Us

Our three core principles are critical to our service, guiding everything we do and inspiring us to be the best.

- *We **care** about our donors, their families, the patients we serve, and our people.*
- *We are **expert** at meeting the needs of those who use our service and those who operate it.*
- *We provide **quality** products, services and experiences for donors, patients, and colleagues.*

About You - This section details the personal attributes we require for this role. You will need to demonstrate these throughout the recruitment process

Behaviours and Values

- **Communicating** – Friendly and approachable, able to relate to staff, donors and patients from all backgrounds, promoting NHSBT positively.
- **Collaborating** – Know the importance of your own behaviour and body language when communicating and working with others.
- **Leading** – Professional in matters of confidentiality, security, integrity, honesty, performance, attendance, and appearance
- **Customer focused** – Demonstrate and promote high standards of quality customer care to both internal and external customers.
- **Performing** – Able to use and act on feedback from others on your performance and behaviour to increase your own self-awareness.
- **Innovating** – Consider, suggest and be open to alternative ways of working to make continuous improvements

Skills and Abilities

- The competence and confidence to play a leading role at NHSBT Board and Group Director level in the development and alignment of NHSBT's Strategy, Planning and organisational change programme.
- The ability to absorb and convey highly complex, sensitive and often highly contentious information and ideas to a diverse range of people (DH / ALBs, Board members, CEO, Directors, senior managers and other non-finance managers) often in large cross directorate group scenarios under highly emotive and antagonistic circumstances.
- Able to communicate decisions, recommendations, thoughts and ideas verbally, and in writing, to others in a clear, concise and easily understood manner.
- The ability to positively influence, and achieve, outcomes, using persuasion, logic and highly developed presentational skills to overcome significant barriers, hostility and inspire confidence.
- The ability to establish credible and effective working relationships with all colleagues, within and outside the service (external NHS / DH), achieving results through a combination of excellent communication, motivation, consensus, direction, negotiation, influence and delegation.
- The ability to influence the behaviour, and value the contribution, of others seeking to challenge and be challenged in a manner that creates a culture of excellence.
- The ability to lead, develop and motivate staff demonstrating personal and interpersonal effectiveness.
- The ability to understand Directorate dimensions and tensions, with the aptitude to translate these into procurement, operational and strategic plans that meet the requirements of the service.
- Strong analytical skills are required as well as first class attention to detail. Ability to analyse highly complex contractual issues with a multiplicity of targets / objectives and possible outcomes.
- The ability to think independently, to develop creative and innovative approaches to procurement, general planning and performance problems within statutory and regulatory procurement and financial frameworks.
- The ability to interpret and make judgements, where no clear precedent exists,

involving highly complex contractual situations, which require the analysis, interpretation and comparison of a range of options, based on a variety of often conflicting inputs.

- Ability to analyse emerging trends, incidents or issues that occur, evaluate the intrinsic risk profile, and determine long and short term implications for the wider organisational strategy.
- Ability to ascertain and determine the goods and services requirements of customers and to prepare or commission reports and actions that meet these requirements
- Ability to plan, develop and manage the corporate procurement work-plan and related projects within agreed timescales, resource and budget, highlighting and addressing risks to the success of the programmes / projects as appropriate.
- Ability to plan and manage contractual activities, workloads and deliverables for NHSBT, in response to external influences, which involve uncertainty and that impact across the entire organisation and in collaboration with other blood services in Europe (and around the world).
- The ability to adapt to a fast-moving, dynamic environment is essential as is the ability to switch tasks at short notice and manage a demanding and complex portfolio of duties with priority work areas often competing for time and resource.
- The ability to work with highly complex and confidential data in an accurate and speedy manner to ensure that information is professionally presented within challenging deadlines.
- The ability to plan and manage programme, projects and workloads across the procurement team and aligning with BPL.
- Be highly articulate and credible, consistently influencing and delivering inspiring, engaging, and meaningful information regarding future direction
- Build collaborative relationships and solve issues by engaging the right people at the right time
- Lead the team, accepting responsibility for achievement of business objectives and creating a shared sense of ownership for service delivery
- Engage widely with customers to seek input into setting strategic objectives and identifying new ideas and improved ways of working
- Demonstrate strong leadership, influence, and accountability for the achievement of results
- Recognise when change is required and demonstrate personal ownership for

pursuing, communicating, and implementing the change, whilst minimising the motivational impact on others.

Experience and Knowledge

- Significant procurement management experience within a large, multi-disciplined organisation(s).
- Significant experience operating at a strategic procurement level in a senior leadership role, working with multiple stakeholders, developing, and fostering effective partnership approaches, acquired through training and practical experience.
- Advanced theoretical and practical knowledge of procurement strategies, public procurement regulations, EU Directives and OJEU process models and the capability to deploy these effectively across the organisation. The intellectual capacity and capability to seek out better practice and external developments through National and International Networks and apply to NHSBT.
- Expert knowledge, understanding and experience of applying / implementing procurement initiatives including development of supplier relationships, Key Performance Indicators, Contracts within the wider NHS approach to governance and current better practice in this area. Additionally, to have a high level of knowledge of the workings of the Assurance Framework, Audit and Inspection and Performance Review processes.
- Expert experience, knowledge and understanding of contract law, terms and conditions, UK legislation, Freedom of Information Act and common law in relation to all aspects of purchasing and supply. An understanding and application of performance management systems.
- Expert knowledge and experience of operational and strategic procurement management in a large organisation.
- Knowledge, understanding and practical experience of complex internal multi-disciplined relationships and international relationships across global

Qualifications and Training

- Educated to Master's degree level and have a recognised MCIPS Professional Procurement Qualification, with significant/several years post qualification experience plus evidence of continued professional development.
- Higher than average, demonstrable knowledge of IT skills is required. An up to date understanding of e-Procurement / IT / business intelligence technology and how this can be proactively developed, in order to enhance the deployment and automation of procurement processes. Frequent use of Microsoft software packages.
- Demonstrates commitment to own continued professional development (CPD).

manufacturing and service supply chains.

- Able to bring an open mind to the funding issues faced by NHSBT and the ability and knowledge to use the procurement process to assist and support the strategic savings plans.
- Understanding, knowledge, and ability to interpret the general external NHS environment, NHS strategy, NHS policies, the workings of Central Government, Ministers of State and Senior Civil Servants is a key facet to this role. To understand how these translate into NHSBT goals and standards. Work within existing policies and procedures whilst using research and benchmarking data to challenge existing norms.
- Knowledge and practical experience of negotiating in a hostile environment, Category Strategy and Industrial Strategy, Commercial Systems, Investment Governance and Assurance.
- Experience in selecting, setting up and configuring commercial IT Systems.
- Expert knowledge of data and reporting, and of contract drafting, market engagement and social value, sourcing strategy and sustainable procurement.
- Expert knowledge of tender strategy and document creation and evaluation methodologies.
- Experienced in Microsoft Office packages (Outlook, Word, Excel, Teams and PowerPoint).