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## **Job description**

<b>Service area:</b>	<b>Commercial Services</b>
<b>Job title:</b>	<b>Procurement and Contract Manager</b>
<b>Band:</b>	<b>8a</b>
<b>Location:</b>	<b>Newburn Riverside, Newcastle upon Tyne but may require travel and work in other locations</b>

## Person specification

Service area: Commercial Services

Job title: Procurement and Contract Manager

	Essential criteria	Desirable criteria	Demonstrated by
Personal Qualities, Knowledge and Skills	<ul style="list-style-type: none"> <li>• Creative and dynamic, strong on lateral thinking, bringing fresh ideas and proposing new but risk evaluated solutions.</li> <li>• Understanding of process and procedures in commissioning and managing contracts.</li> <li>• Successful implementation of good practice in managing suppliers, resources and performance improvement.</li> <li>• Excellent communication skills with the ability to explain fundamental concepts including areas with highly complex subject matter.</li> <li>• Proactive and personally motivated with the ability to motivate others.</li> <li>• Accurate with attention to detail.</li> <li>• Flexible, adaptable and able to manage conflicting priorities.</li> <li>• Open to different ways of working.</li> <li>• Persuasive and negotiation skills are a requirement.</li> <li>• Able to effectively manage relationships with others within the Authority and third-party organisations.</li> <li>• Public Contract Regulations and NHS/Government policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of agile methodology.</li> <li>• Passionate and committed to making a positive difference to the organisation.</li> <li>• Knowledge of contracts including government frameworks.</li> <li>• Proven experience in IT strategic sourcing management, using tools and techniques that deliver benefits that include financial savings.</li> </ul>	Application form Interview References

	<ul style="list-style-type: none"> <li>• Able to travel, which may involve some overnight stays.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Responsibility for running procurement processes including producing tender documentation.</li> <li>• Managing contractors, professional advisers and staff resources to achieve corporate objectives.</li> <li>• Significant experience of contract management (equivalent experience may be considered).</li> <li>• Experience of working at a senior management level including directors, the CEO and the main Board.</li> <li>• Experience of contract negotiation on complex, high value contracts exceeding £1m.</li> <li>• Experience of managing stakeholder/supplier relationships at all levels including director level.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of full range of NHSBSA Business services.</li> </ul>	<p>Experience gained in other posts. Application Form Interview References</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate level in relevant discipline.</li> <li>• Qualification with International Association for Contract Management (IACCM).</li> <li>• Membership of professional body.</li> </ul>	<p>Certificates Application form</p>

<p><b>Core capability level</b> (minimum)</p>	<p><b>Level 4 comprising of:</b></p> <p><b>Communicating with Impact and Influence</b></p> <ul style="list-style-type: none"> <li>• Involves people to engage them fully with the long-term strategic vision and purpose.</li> <li>• Presents with conviction, confidence and clarity in the face of tough negotiations or challenges.</li> <li>• Combines the complex viewpoints of others, recognise where compromise is necessary and broker agreement.</li> </ul> <p><b>Improving and Innovating</b></p> <ul style="list-style-type: none"> <li>• Challenges ineffective decision making, resourcing, structures and processes across the NHSBSA to create a lean, effective organisation.</li> <li>• Encourages people to solve problems by empowering them to experiment, learn from, and share their experiences.</li> </ul> <p><b>Working Together</b></p> <ul style="list-style-type: none"> <li>• Supports others to create stronger networks which enhance their insight into stakeholders and drive improved outcomes.</li> <li>• Actively promotes diversity and equality of opportunity within the NHSBSA to create an environment where people can be themselves at work.</li> <li>• Influences stakeholders to secure mutually beneficial outcomes.</li> </ul> <p><b>Enabling Performance and Potential</b></p> <ul style="list-style-type: none"> <li>• Promotes resilience in the organisation by being open and honest about challenges, and the actions required to address any unexpected developments.</li> <li>• Acts as a role model in supporting and energising individuals/teams to build confidence in their ability to deliver outcomes.</li> <li>• Champions work-based learning, self-development and talent management to enhance organisational capability.</li> </ul> <p><b>Making and Owning Decisions</b></p> <ul style="list-style-type: none"> <li>• Swiftly analyses complex and ambiguous data to provide clarity of thinking for others.</li> <li>• Encourages others to move from analysis to action. Identifies decision bottlenecks and unblocks swiftly.</li> <li>• Brings issues to the surface quickly, focusing attention where it is needed to drive a resolution.</li> </ul> <p><b>Understanding the Bigger Picture</b></p> <ul style="list-style-type: none"> <li>• Adopts a whole-organisation perspective to ensure alignment of their business activity with the long-term strategy of the NHSBSA and NHS.</li> <li>• Builds the capability in others to see the bigger picture in order to recognise opportunities to deliver greater value.</li> <li>• Uses knowledge and insight from the wider environment to produce robust analysis and decision making.</li> </ul>
<p><b>Relevant professional framework</b></p>	<p>N/A</p>

