

## Job Description

<b>Job Title</b>	<b>Contracts Assistant Apprentice</b>
<b>Department/Section</b>	<b>Procurement Department</b>
<b>Main Purposes</b>	To work within the Contracts team providing support to the Contracts team with the timely renewal of contracts and purchase orders for Airedale NHS Foundation Trust, AGH Solutions, ILS LLP and Bradford District Care Foundation Trust ensuring compliance with legislation, national and local Policies.
<b>Principal Accountabilities</b>	<ol style="list-style-type: none"> <li>1 To provide first class customer service to users/customers.</li> <li>2 Supports work towards identification of savings opportunities monitoring and reporting progress as required.</li> <li>3 Supports with the assessment of customer requirements, negotiates with supplier to maximise benefit opportunities.</li> <li>4 Assist the Contracts Officer in creating a culture which will ensure the delivery of a professional Procurement service which will be fit for purpose.</li> <li>5 Works with the Contracts team in the development of a savings tracker.</li> <li>6 To track current savings performance against the service activity of current contracts, reporting back to the Contracts Officer accordingly.</li> <li>7 Assist in providing monthly reports to the Contracts Manager detailing performance against key financial and operational objectives.</li> <li>8 To ensure that orders for goods and services are placed in a timely manner in accordance with Trust procedures.</li> </ol>
<b>Key Areas of Responsibility</b>	<ol style="list-style-type: none"> <li>1 Ensures that invoice queries are kept to a minimum and resolved in liaison with Purchasing, Receipt and Distribution and Finance colleagues. Responsible for amendments to invoices if required.</li> <li>2 Supports the monitoring of the current contracts for both savings and contract renewal.</li> </ol>

3	To review opportunities to ensure best value for money by assisting in the preparation of contract specifications, the maximisation of competition by quotation and tender and the negotiation of contracts for goods and services not already covered by an agreement, collaborative or other.
4	Undertake statistical or systems analysis on procurement matters as required, and provide written and management reports to stakeholders and interested parties.
5	To work within the organisations' policies or procedures and follow Standing Financial Instructions and Scheme of Delegation.
6	To assist with tendering activity.
7	To support in the identification of savings and non-monetary added value opportunities.
8	To assist in contracting or other projects required by general service provision or delegated operational/financial objectives identified within the procurement work plan.
9	Supports colleagues in ensuring those items eligible for VAT exemption are identified and action is taken accordingly.
10	Supports trials and demonstrations of equipment and materials and provides reports on performance in conjunction with other departments as appropriate.
11	Supports the Contracts team to ensure all loan equipment suppliers who are not included on the master indemnity agreement sign indemnity forms, monitor the loan periods and liaise with departments as necessary.
12	Monitors and ensures that orders are followed up regularly to guarantee delivery of goods and services to customers when required.
13	Responsible for ensuring customer complaints are dealt with promptly and efficiently, liaising with senior colleagues to ensure consistency of service delivery.
14	To contribute in maintaining a safe working environment for self and others, taking appropriate action as necessary in line with legislative, Trust and Departmental requirements.
15	To assist in ensuring that all systems and procedures concerned with Health & Safety at Work are observed by staff, investigating any contravention's to any area which falls within the scope of Health & Safety and implementing any corrective action necessary.
16	Any other duties which may arise from time to time as required in the interest of ensuring provision of the Procurement service.
<b>Key Objectives</b>	
1.	Supports the Contracts team to assist in the delivery of an optimally cost-effective service, complete with on target savings delivery in the context of the level of organisational change underway, all the while enhancing and developing customer relationships.

<b>Manual Handling</b>	
Manoeuvre light goods and equipment in accordance with manual handling regulations and good practice.	
<b>Equal Opportunities</b>	
Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.	
<b>Infection Prevention and Control</b>	
<p>Be responsible, in respect to your area of work, for ensuring so far as reasonably practicable and in accordance with Trust policies, that all staff are aware of their individual responsibilities in regard to infection prevention and control, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:</p> <ul style="list-style-type: none"> <li>• Maintain safe infection prevention and control environment for yourself and others.</li> <li>• Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.</li> <li>• Ensure procedures specific to your specialty are in place, in collaboration with the Infection Control Team.</li> <li>• Be familiar with and comply with Trust guidelines, policies and procedures relating to Infection prevention and control.</li> <li>• Ensure that infection prevention and control guidelines, policies and procedures are distributed to relevant staff.</li> <li>• Ensure that infection prevention and control forms part of staff appraisal.</li> </ul>	
<b>Mandatory Training</b>	
Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.	
<b>Information Governance</b>	
Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility. Any other duties necessary for the successful performance of the role.	
<b>Sustainability</b>	
All employees have a responsibility to promote sustainability and carbon reduction and adhere to the Trusts Green Plan, the West Yorkshire ICS Green Plan and the WYAAT Sustainable Procurement Policy therefore ensuring that all our business is conducted in a sustainable manner.	
<b>This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.</b>	

<b>Responsible for Equipment</b>	Ensuring the safe operation of all equipment and the reporting of faults to senior management.
<b>Reporting to:</b>	Contracts Officer

## Person Specification

### Job Title: Contracts Assistant

Criteria	Essential	Desirable
Qualifications	A good level of general education	Experience in Procurement and Supplies environment.
Skills/competencies	Good interpersonal skills, good oral and written communication.	
Knowledge	Good understanding/experience of negotiation practices.	
Experience Required	<p>Ability to use common software packages i.e. Microsoft Office.</p> <p>Analytical skills and mathematical orientation.</p>	<p>Experience in delivering cost reduction savings.</p> <p>Experience in using a purchase to pay system, such as Oracle.</p>
Special attributes	<p>Self-motivated</p> <p>Good written and verbal presentational skills</p> <p>Can accept tough decisions</p>	