

Job Description

Job title	Apprentice Buyer
Department/Section	Procurement
Main purposes of job	To work with the Senior Buyer in providing a high quality professional procurement service to AGH Solutions, Airedale NHS Foundation Trust, Bradford District Care Foundation Trust and other partners ensuring compliance with all national legislation and local policies.
Principal Accountabilities	<ol style="list-style-type: none"> 1 Supports work towards identification of savings opportunities monitoring and reporting progress as required. 2 Supports with the assessment of customer requirements, negotiates with suppliers to maximise benefit opportunities. 3 Assist the Senior Buyer in creating a culture which will ensure the delivery of a professional Procurement service which will be fit for purpose. 4 Works with the Senior Buyer in the development of the CIP savings tracker. 5 To track current savings performance against the service activity of current contracts, reporting back to the Senior Buyer accordingly. 6 Assist in providing monthly reports to the Contracts Manager detailing performance against key financial and operational objectives. 7 To ensure that orders for goods and services are placed in a timely manner in accordance with Trust procedures.
Key Areas of Responsibility	<ol style="list-style-type: none"> 1 Ensures that invoice queries are kept to a minimum and resolved in liaison with Purchasing, Contracts, Receipt and Distribution and Finance colleagues. Responsible for amendments to invoices if required.

2	Supports the monitoring of the current contracts for both savings and contract renewal.
3	To take 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 a Crown Commercial Service, NHS Supply Chain agreement or other collaborative agreements/frameworks.
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 Standing Orders.
6	To assist with procurements under EU law when the appropriate criteria apply.
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 team to ensure all loan equipment suppliers who are not included on the master indemnity agreement sign our indemnity forms, monitor the loan periods and liaise with departments as necessary.
12	Ensures that outstanding goods/services are monitored/chased regularly to guarantee delivery of goods and services to customers when required.
13	Responsible for ensuring customer complaints are dealt with promptly and efficiently when asked to do so.
14	To contribute to maintaining a safe working environment is maintained 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 to the Trusts.
Key results/objectives	

1.	Supports the Senior Buyer 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.
Responsible for equipment	Ensuring the safe operation of all equipment and the reporting of faults to senior management.
Reporting to:	Senior Buyer

Employee Name:	
Employee Signature:	
Date:	

Person Specification

Job Title: Apprentice Buyer

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