**Procurement Officer – King Edward VII Hospital**

Location: London

Salary: £30-£35k

Facility: King Edward VII Hospital

**Job Description**

Responsible for the day-to-day support and administration of the procurement function that aims to embed best practice, efficiency and effectiveness within the procurement processes.

You will Work closely with client stakeholders to influence choice; prioritise change and to deliver savings, process improvements and product standardisation to drive costs down and to drive quality, efficiency and service.

You will be working cross functional across a varied portfolio of suppliers. You will be identifying a requirement to the awarding of the contract using procurement and sourcing principles and maximising cost savings and efficiencies within the contracting and procurement process.

To drive and deliver in conjunction with client stakeholders and clinical teams, the Procurement approach to ongoing cost improvement and supporting on mandating the procurement and purchase order policy

Spend analysis, and reporting on a range of subjects including, products, suppliers and tender evaluations

Working on tenders end to end

Managing suppliers post contract on service level agreements and Key performance indicators

**Duties & Responsibilities**

To assist the Procurement Manger in ensuring the hospitals purchasing activities are undertaken in an efficient and effective manner.

Responsible for sourcing goods, negotiating and obtaining best value with all suppliers.

Working cross functional and influencing internal customers to use the services of the procurement function and contribute to the procurement savings target.

Advise on options when placing orders and encourage use of catalogues in line with procurements wider strategy.

Provide advice and help in respect of general supplies queries from staff within the hospital, providing resolution to queries or problems where appropriate.

Produce management information/ reports so that procurement has the appropriate information to aid business decision making. Including spend reports/analysis and support/lead on tendering requirements with emphasis upon ensuring that the procurement process is run smoothly and in the best interests of the Hospital.

Have day-to-day responsibility for advising upon and undertaking procurement activities, this will involve the purchase of goods and services and any additional tasks that may be required.

Support clinicians in organising product trials, analysing quotations and question documents, and undertaking evaluations which lead to best value purchasing practice.

Ensure that recommendations for purchases are fully explained using appropriate relevant evaluation criteria, delivered in accordance with timescales and remains within budget.

Maximising cost savings and efficiencies in the contracting and procurement process

Developing and managing a range of suppliers and improving on service delivery

**Experience**

Demonstrable experience in clinical procurement

Proven ability in the provision of a cost effective customer focused service within healthcare targeted at achieving cost reduction

Working knowledge of procurement elements of current P2P systems (Powergate/oracle and a good understanding of the finance function)

Highly developed communication skills to operate at all staff and management levels, internally and externally

Understanding of both supply chain management and supplier relationship management

Robust negotiating skills

Experience in engaging and influencing clinical leaders

Effective planning and organisational skills

Highly developed analytical skills, confident on excel with the ability to produce reports

Exposure to tenders and experience drafting service level agreements

Supplier relationship management

**Personal Attributes**

Effective negotiating skills within a changing environment

Self-motivated

Ability to motivate others

Ability to work to agreed objectives and achieve these within deadlines