Job Description

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| **Job Title:**  | **Associate Director of Procurement** |
| **Reporting to:**  | **Director of Operations for Business Development** |
| **Responsible for:** | **Procurement Officer x 2****Procurement Administrator** |
| **Salary Range and scale:** | **HQIP Band B1 £62,900 to £85,100 pro rata** |
| **Contract type:** | **Fixed Term for 2 years in the first instance** |
| **Hours:**  | **Part time (0.5 WTE)****18.75 hours****HQIP operates flexible working with excellent IT support**  |

**About us**

The Healthcare Quality Improvement Partnership (HQIP) is an independent not for profit organisation led by a consortium of the Academy of Medical Royal Colleges, the Royal College of Nursing and National Voices. HQIP works in partnership with patients and healthcare professionals to influence and improve healthcare practice at all levels.

**Our vision:**

HQIP aims to improve health outcomes by enabling those who commission, deliver and receive healthcare to measure and improve our healthcare services.

We aim to be a major force in professionally-led quality improvement in healthcare and are seeking opportunities to extend our work programme beyond established contracts and activities.

**The work programmes**

HQIP attracts projects and funding from a variety of sources including:

* Governments
* Devolved Nations
* Charities
* Independent healthcare sector
* Other healthcare related bodies

**National Clinical Audit and Patients Outcome Programme (NCAPOP)**

HQIP commissions and manages NHS clinical work programmes on behalf of (and funded by) NHS England and the Welsh Government within the NCAPOP programme. For example, the NCAPOP work-stream is a set of around 40 national clinical audits (NCA) and clinical [outcome review programmes](http://www.hqip.org.uk/clinical-outcome-review-programmes-2/)(CORP). These programmes measure the quality and outcomes from healthcare practice against explicit standards, and provide reports designed to stimulate improvements in care.

**HQIP non-NCAPOP related programmes of work**

The National Joint Registry, hosted by HQIP, was set up by the Department of Health and Welsh Government in 2002 to collect information on all hip, knee, ankle, elbow and shoulder replacement operations, to monitor the performance of joint replacement implants and the effectiveness of different types of surgery, improving clinical standards and benefiting patients, clinicians and the orthopaedic sector as a whole.

HQIP also receives funding from a variety of other sources for healthcare work related activity, for example, Health Data Research-UK (HDR-UK), the Health Foundation and Faculty of Medical Leadership and Management (FMLM) projects.

**Purpose of the position**

On average, HQIP commissions, develops and manages about forty Commissioning Projects over a 3 – 5 year funding cycle and these are led by HQIP’s associate directors, who work closely with external providers to undertake national clinical audits or clinical outcome reviews. The overall annual value of the commissioned programme is c£16 million.

The Procurement function is a standalone operation and forms part of the Core Team, reporting to the Director of Operations for Business Development.

The Associate Director of Procurement is responsible for developing a strategic approach to the corporate process for the procurement of indirect products and services. In this leadership role, the successful candidate will direct the procurement of goods and services for the client; support Procurement team members and colleagues with procurement processes, transformational change and up to date procurement-related processes and activities; develop and/or update procurement policies and procedures; and develop a centralised procurement programme that will add value and efficiency to the organisation. The Procurement Team will have tactical responsibility for the development and implementation of policies, strategies and supporting procedures and systems that successfully deliver against HQIP’s commissioning plan.

**Responsibilities, duties and competencies**

**Responsibilities**

* Lead the work of the procurement team, including setting and delivering the strategy, business plan and whole HQIP procurement life cycle.
* Develop an agile and customer focused service that delivers HQIP shared goals.

**Duties**

* Develop and communicate a procurement strategy and associated business plan; establish, communicate and implement long-term goals for the department in order to promote effectiveness and efficiency.
* Develop, communicate and administer procurement team performance and development plans and appraisals.
* Serve as the primary senior contact for procurement related questions, training, policy and procedure interpretation and alignment by all departments.
* Oversee the whole HQIP procurement life cycle including relevant contract development and administration.
* Develop and implement procurement-related training programmes for the procurement team and organisation.
* Regularly and systematically review and manage current procurement policies, procedures and programmes with a focus on their ability to enhance organisational value and efficiency; meet regularly with respective departments regarding procurement for their understanding and/or recommendations to enhance policies, procedures and develop, communicate and implement new/revised policies, procedures and programmes as needed.
* Develop a centralised procurement programme that adds value and efficiency to HQIP.

Person Specification

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|  | **Essential** | **Desirable** | **Tested through****C – application****I – Interview****S – Assessment** |
| **Qualifications** | * Fellow or Member of the Chartered Institute of Procurement and Supply (MCIPS), first class degree equivalent or close equivalent
 | * MBA or equivalent
* Specialist related qualification
* Lean 6 Sigma / Prince 2 Project Management qualification (or equivalent)
 | C & I |
| **Knowledge, experience and expertise** | * Significant (equivalent to 7-10 years of) relevant experience, with at least three years of team leadership experience
* Results-oriented, metrics-driven leader with expertise in procurement, supply chain, supplier collaboration, development and compliance
* Experienced in operating with Senior Management and/or Board members
* Excellent communication and influencing skills with the ability to work sensitively with a diverse group of stakeholders from different professional disciplines and organisations across a high profile service
* A sound understanding of public procurement legislation
* A good level of understanding of Governance and Risk Management within NHS and working within a regulated environment
* Experience with strategic sourcing and procurement and building a vendor programme
 | * Ability to manage the media, public and internal communications sensitively and effectively
* Experience of working with legislators and regulators
* Proven track record of leading, directing and managing complex change, as well as delivering national strategies and programmes
 | C & I |
| **Skills, aptitudes and abilities** | * Works effectively as a team member and leads the team with tenacity to deliver shared goals
* Builds effective relationships with staff, service providers, customers and other stakeholders
* Creates a healthy, safe and dynamic working environment in which staff wellbeing is promoted and individuals are supported and motivated in their roles
* Communicates clearly and consistently and ensures that staff, customers and other stakeholders influence service planning and delivery. Resilient to challenge and adaptable depending on the audience
* Views learning as integral to service planning and delivery and develops organisational learning plans to maximise staff potential
* Communicates a compelling vision and provides visible and supportive direction and guidance that empowers, enables, motivates and develops the Procurement team to achieve the organisation’s goals
* Able to transform strategy into implementation planning and project /change management to deliver significant change programmes
* Focuses on continually improving outcomes for customers, patients and other stakeholders
* Develops and implements SMART service plans and reviews own team and service performance against these. Tenacious and able to take a business issue and run with it, whilst ensuring all stakeholders are engaged with and consulted accordingly
* Solid analytical and computer skills
 |  | C & I |
| **Physical Characteristics** | * Ability to travel to attend meetings/workshops across the UK
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