

JOB DESCRIPTION

Procurement Apprentice

Summary

The post-holder will be working within an NHS organisation where they will be required, within a team, to effectively provide support in the procurement and supply management of goods and services. They will ensure maximum efficiency of resources and achievement of value for money through a range of procurement skills and techniques which will include but not limited to the ordering, invoice processing and record keeping of the procurement process and provides an important link with both internal departments and external customers, thus ensuring that the supply chain of products is maintained.

The post holder may gain experience in working in one or more of the following areas of a busy NHS procurement function:

- Purchasing
- Stores & Logistics
- Catalogue Management
- Contract Management

The key purpose of the role is to carry out administration duties in a manner that supports departmental targets and ensures compliance with standard operating procedures.

Main responsibilities and duties may include the following areas:

Purchasing

- Register all incoming requests via requisitions, emails, or fax on a database.
- Assist with the identification and registration of new delivery and supplier addresses.
- Source suppliers for goods on an on-going basis to ensure cost effective spending of funds.
- Process purchase orders in a timely and accurate manner.
- Ensure the correct, authorised signature is present on all requisitions prior to purchasing goods and services, in accordance with standing financial instructions.
- Monitor and review the progress of outstanding orders with suppliers, inform user departments of any potential delay, act where unreasonable delays arise if supply chain problems persist and report all unresolved difficulties for further action.
- Investigate and resolve any finance queries through communication with departments, store staff, finance staff and suppliers to enable a satisfactory conclusion, allowing payment of invoices and continuity of supply.
- Liaise with the purchasing team, suppliers and customers regarding alternative products and materials and identify opportunities for the implementation of new products.

Stores and Logistics

- Assist with the update of all stock and non-stock transactional information and movements eg. Goods Receipt Notes (GRN's), returns and issues.
- Provide regular information to ensure that stock levels are replenished to agreed levels.
- Assist in stock-checking procedures when required.
- Assist in the production of the replenishment reports and purchase orders for stock items.
- Assist with the safe custody of all stock and non-stock items held within storage areas and ensure that security of premises is maintained.
- Ensure stores records, computerised and manual, are adequately maintained and liaise with the Audit Department in undertaking regular/continuous stock checking procedures.
- Ensure that Health and Safety, Control of Substances Hazardous to Health (COSHH), Safe Systems at Work, and Accident Reporting regulations and procedures are complied with at all times.

- Ensure awareness and compliance with Health & Safety Policies/Regulations, Fire Drill and Major Incident Regulations regarding transportation and storage of stock, cleanliness, and tidiness of storage areas, ensuring compliance thereby creating and maintaining a safe working environment.
- Ensure any faults/defects in the handling equipment are recorded and brought to the attention of the Local Site Manager to ensure departmental standards of safety are met.
- Report immediately to the Stores Manager / Local Site Manager any issues or problems which may affect the stores function or its performance.

Catalogue & Contract Management

- Establish a database history of specified products including price, suppliers, and specification to support the tender process.
- Update and review supplier catalogues to ensure compliance to contract, identify price movements and highlight ordering efficiencies to ensure the best value supply chain route is utilised.
- Analyse specific areas of spend where there may be an opportunity to identify cost efficiency or better value for money; this will extend to analysing purchase order expenditure data, stock issue information and expenditure directly through accounts payable.
- Support senior staff in negotiation of best value for money contracts; this will include communication with user departments and suppliers.
- Provide administrative support to identify, establish and implement sourcing strategies, quick quotes, and supplier management.
- Support a comprehensive contract register, covering local, regional, and national contracts, quick quotes, and tender waivers to ensure spend via these routes are maximised.
- Provide data to feed into reporting tools to highlight demand, utilisation of supplies, savings, and the delivery of best value contracting.
- Run reports using database tools.
- Assist in tender preparation and administration.

General Administration

- Receive incoming mail
- Deal with queries
- Photocopying
- Answering the telephone
- Meeting and greeting visitors to the department

General

Job Limitations

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager/supervisor. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

Confidentiality

In line with the Data Protection Act 2018, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need-to-know basis in the direct discharge of duties and divulge information only in the proper course of duties.

Risk Management

The organisation is committed to protecting its staff, patients, assets, and reputation through an effective risk management process. The post holder will be required to comply with the organisation's Risk Management Policy, Health and Safety Policy and other associated policies and to actively participate in this process, having responsibility for managing risks and reporting exceptions.

Records Management

The post holder has a legal responsibility to treat all records created, maintained, used, or handled as part of their work within the organisation in confidence (even after an employee has left the

organisation). They also have a duty to manage records in line with the organisation's records management policy. Included in these are records relating to patient health, finance, personnel, and administrative functions, whether paper based or electronic. All staff have a responsibility to consult their manager if they have any doubts about the correct management of the records with which they work.

Equal Opportunities

The post holder will be expected to comply with and promote the organisation's Equal Opportunity Policy and avoid any behaviour which discriminates against colleagues, potential employees, patients/clients, or their families on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion, disability, sexual orientation, or political opinion.

Health and Safety

The post holder is required to co-operate with the organisation to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules, and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing, and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
Education & Qualifications	<ul style="list-style-type: none"> • 4 GCSEs grade 4 or above/A*-C or equivalent including English and Maths 	<ul style="list-style-type: none"> • Basic IT skills qualification eg. ECDL, ITQ • Evidence of further training/education
Personal Qualities	<ul style="list-style-type: none"> • Reliable and punctual • Good interpersonal skills • Willingness to learn/apply learning in the workplace • Commitment to pursuing a career in Procurement • Demonstrates NHS Values 	<ul style="list-style-type: none"> • Ability to work effectively as part of a team • Ability to act on own initiative and follow instructions • Ability to prioritise
Knowledge & Skills	<ul style="list-style-type: none"> • Good communication skills, both written and verbal • Good organisational and administrative skills • Basic IT literacy 	<ul style="list-style-type: none"> • Customer service skills and experience • Knowledge of practices in a healthcare setting