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| **Post Title: Head of Inventory Management and Information Systems**  **Department: Procurement** | **Post Reference:** |  |
| **Summary of the Role:**  Within the Procurement Department, ultimate responsibility for the day-to-day leadership of inventory management, purchasing and Information functions for: Synchronicity Care Limited (SCL); and County Durham and Darlington NHS Foundation Trust (CDDFT): The Trust Group.  The Head of Inventory Management (IM) and Information Systems (IS) will lead the strategic oversight and operational management of the inventory and stock control processes, and the source to pay and supply data systems across the Trust Group. As Head of IM this role ensures the Trust maintains optimal stock levels of medical and non-medical supplies and consumables. As Head of IS, this role is the overall lead for systems and information supporting both purchasing (source to pay) and inventory management throughout the Trust Group, delivering accurate, timely information to support patient care, clinical services and financial efficiency.  The post holder will also:  Lead and be a key driver of digital transformation in procurement systems, using technology across the Procurement Services function, including Artificial Intelligence and Robotic Process Automation, bridging operational and digital functions to optimise inventory accuracy, reducing costs and supporting business decision-making, whilst aligning with NHS Supply Chain strategies and National Standards.  Lead the team in business improvement in regards to purchasing and inventory management systems, processes and information.  Seek to further enhance robust relationships across the Trust Group, Care Groups and Corporate Functions, to drive productive collaboration between stakeholders and so contribute to the department’s ongoing cost reduction strategy.    Lead on the management of new business relating to the Procurement and Information Service and the delivery of current contracts and Service Level Agreements for procurement services, systems and information management to the Trust Group and wider stakeholders.  Lead the Procurement Team Information Governance responsibilities and undertake Senior Information Asset Owner (SIAO) responsibilities for SCL. | | **Reports to:**   * Associate Director of Procurement (ADP)   **Working Relationships & Contacts**  Key relationships include:   * All internal CDDFT and SCL staff/stakeholders:   + Procurement / Finance colleagues   + Budget holders and authorised signatories   + Finance Department   + Materials Management/Stock management/Supplies Staff   + Theatre and Medical Staff   + Theatre Sterile Service Unit   + CMS’s and Matrons * External Agencies, Suppliers, NHS Supply Chain * External Companies and Sales Representatives * Other NHS Trusts |

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| **Key Responsibilities** | | |
| The post holder will be responsible for the following:   1. Lead a multi-disciplinary Inventory, Information and Purchasing team across all Trust sites. 2. Lead and manage an IM Service across the Trust Group with an annual turnover of £14m, mitigating operational risk and maximising financial operational efficiencies whilst ensuring supply at point of use to support patient care. 3. Lead the Trust Group’s eProcurement system ensuring effective management of its administrative, requisitioning, ordering, receipting and reporting functions. 4. Continuously enhance service provision across Care Groups and Corporate functions, and support this approach across the Trust Group and wider stakeholders. 5. Actively progress the use of technology across the Procurement Service function, including AI (Artificial Intelligence) and RPA (Robotic Process Automation) through development of business cases and leading on implementation where appropriate. 6. Develop and deliver the IM strategy, to allow for a consistent and proactive approach to IM. 7. Oversee catalogue management function and ensuring the systems are up to date and accurate, feeding precise product pricing and coding into interdependent systems, improving the way the teams operate together. 8. Lead the implementation of procurement insight tools including the preparation of comprehensive spend data for the Trust Group using data sources such as AdviseInc and Spend Comparison Service. 9. Identify opportunities for cost savings and reductions in supply chain inefficiencies across the trust by challenging practices and initiating programs which offer viable solutions. 10. Work with key stakeholders across SCL and CDDFT to analyse headline spend data to assess trends, inform product choices, and channel switches with a view to savings and developing cost-effective purchasing activities. 11. Lead the development and delivery of agreed performance indicators relating to the delivery of purchasing, IM and information and system services across the Trust Group and wider stakeholders in line with best practice and National Directives. 12. Lead on SCL’s and the Procurement Department yearly Information Governance submission responsibilities. 13. Lead and manage the Procurement departments Information Assets via the Corestream system. 14. Lead and manage the Annual Financial year end stock take process including liaising with the Trust groups Finance Teams and external Auditors. 15. Develop strong relationships internally with key stakeholders across the Trust Group and externally. 16. Responsible for the Trust Groups Procurement Business Continuity Plan ensuring all staff within the Procurement Team have a working understating of how to implement this. 17. Ensure teams compliance of the Trust’s Standing Financial Instruction and Standing Orders. 18. Manage the operational budget for the Managed Equipment Service, including approval responsibilities for authorisation of purchase requisitions and orders for goods and services. 19. Work with the Trust Groups Finance Departments to ensure accurate accounting and coding of all spend through procurement systems. 20. Act as the subject matter expert for Procurement on the national Scan4Safety initiative. 21. Provide a leadership role in the Procurement Team and deputise for the Associate Director of Procurement where required. 22. Must be highly computer literate, including advanced computer skills on specialist software as they are required to regularly produce complex financial analysis reports, web developments, system design and presentations 23. Lead the daily performance of NHS Supply Chain and other key suppliers to ensure agreed service levels are maintained. 24. Awareness of procurement legislation which is applied to the expenditure of public money. 25. With the ADP actively identify new business and niche market opportunities for SCL SERVICES, and where appropriate establishes robust partnerships to deliver such opportunities, creating strong working relationships with suppliers, business users and other appropriate bodies. 26. Lead and maintain an inventory management strategy, to allow for a consistent and proactive approach to inventory management. 27. Liaise with specialists such as Clinical, Legal, HR and Finance to ensure full system compliance with current legislation and clinical standards. 28. Promote key relations with national departments, such as, Department of Health, NHS SC, HCSA and commercial partners. 29. The post holder will be a member of senior management committees / working groups. 30. The post holder will be required to attend Procurement national and regional forums.   **Communication**   * Excellent communication and interpersonal skills including the summary and presentation of complex data into meaningful information for Trust Group Stakeholders. * Communicate and disseminate information and guidance specific to Information, Inventory Management and wider activities. * Develop effective working relationships with key stakeholders to include System providers and their service partners, NHS Supply Chain, SLA Member organisations, external agencies and suppliers through regular contact and other channels of communication. * Ability to discuss highly complex, sensitive and contentious issues with confidence, drive, and diplomacy in order to achieve results. * Ability to interact and communicate verbally and in writing up to Board level. * Effectively communicate and implement major procurement system / organisational change to stakeholders, impact to service delivery. * Effectively manage change, driving the roll-out of strategic objectives whilst working with key stakeholders to ensure their commitment and support. * Excellent negotiation skills when managing National and Multi-national suppliers, including NHS Supply Chain.   **General**  The post holder will undertake Continuing Professional Development to ensure their skills and knowledge required to fully discharge the duties of the post are kept up to date. They must be committed to developing skills and accepting new responsibilities in order to improve the service provided. | | |
| **Job Dimensions:**  (Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment) | | **Performance measures and KPIs** |
| The post holder will report directly to the Associate Director of Procurement (ADP) and will work closely with the senior management teams across the Trust Group and the wider external stakeholders.  The post holder will liaise with key electronic procurement and electronic system suppliers and attend local and national workgroups that drive eProcurement forward.  Provides strategic direction to the Inventory Management, Purchasing and Information Teams to ensure systems, processes and practices are maintained and in line with the vision, aims and objectives of the Procurement Strategy and wider stakeholders.  Leads the development of e-procurement and inventory management policies in line with appropriate NHS National Guidance.  The post holder holds responsibility for the implementation and education of all procurement staff Trust Group stakeholders relating to such policies.  As the specialist expert, leads all systems developments and/or enhancements.  Manages the operational budget for the Managed Equipment Services, including the responsibility for the authorisation of requisitions for purchase orders for goods and services.  Chairs relevant meetings associated with the role. .  Actively identifies new business and niche market opportunities for Procurement, and where appropriate establishes robust partnerships to deliver such opportunities, creating strong working relationships with suppliers, business users and other appropriate bodies.  Have a highly specialist knowledge in eSystem technologies and provide the procurement team with expert technical advice on all aspects of the procurement systems.  Manages a complex portfolio of work and activities and will be expected to quickly adjust to significant variations in workload. | | Compliance with financial and statutory requirements:   * Statutory Financial Reporting; * National NHS Reporting; Standards * Carter Model Hospital Metrics; * Corporate Data Return; * Procurement Legislation. |
| **Person Specification:**  (Please state Essential (E ) or Desirable (D) | | |
| **Knowledge and Skills**  At a senior management level, demonstrate expert knowledge in:   * Comprehensive knowledge of e-procurement and information systems and their application within public sector procurement or equivalent. (E) * Comprehensive knowledge of inventory management systems and working practices. (E)   Strong communication skills and persuasiveness in presenting, negotiating and resolving complex issues. (E)  Proficient in IT and Microsoft packages, including Outlook, Word, Excel and Power point. (E)  Leadership skills, including change management, coaching and mentoring. (E)  Awareness of public sector procurement and its application within the public sector. (D)  Comprehensive knowledge of project management and project forward planning underpinned by applied experience. (D)  Proven track record of stakeholder relationships.  Must be pragmatic and structured. (D)  Working knowledge of NHS National Procurement Strategies and associated plans. (D) | **Experience**  Proven experience in developing and managing complex inventory management environment including year end stock taking process (E).  Proven experience in developing and managing eProcurement systems and business intelligence analytical tools (E).  Demonstrable experience in driving business improvements in an inventory and procurement information systems environment .(E)  Proven experience of managing large, complex programmes that cut across a variety of stakeholders. (D)   * Proven experience of developing commercial relationships that provide benefit (include financial) to the organisation. * Change management. * Relationship management. * Resource management. * Budget management. * Project management. * Data analysis. * Presentation skills. * Staff development and mentoring. * Proven experience of delivery year on year on strategic targets and objectives | **Qualifications/ Statutory Registration**  Appropriate degree level qualification or equivalent experience and academic ability for the demands of the post. (E)   * Higher level Management / Leadership Qualification (such as Hons Degree, Post Grad or Masters) or equivalent experience and academic ability for the demands of the post (D) * MCIPS (Member of Chartered Institute of Purchasing and Supply) (D) * Project Management Qualification (such as PRINCE2 practitioner) or equivalent experience.(D) * Evidence of continued professional development (D) |
| **Core Behaviours** | **Integrity and Accountability**: Acting with integrity and being accountable for our actions  **Innovation and Efficiency**: Bringing innovation and efficiency to all that we do  **Culture:** Developing a culture which respects and values individuals  **Stakeholders**: Working together for our stakeholders  **Quality**: Committed to delivering quality services  A positive can do attitude and a team player  Support the wider Trust Behaviours Framework: | |
| **Leadership Behaviours** | * Provide leadership in promoting good governance through core behaviors * Actively encourage culture of ideas and change management. | |

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| **Management Behaviours** | All managerial and supervisory posts are expected to follow the principles of being a Great Line Manager and specifically be aware of, understand, and apply fair employment policies/practices, and equality and diversity principles and legal obligations. Commit to developing staff preferences, promoting flexible working arrangements, and encourage change of working practice following major life changing events.  All managerial and supervisory posts will ensure compliance with Trust policies and procedures and clinical guidelines.  All managerial and supervisory posts must ensure staff have equal access to career progression and are appraised annually and have a personal development plan. |
| **Other** | **Infection Control**: It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with the Trust's responsibility to comply with Government Directives.  **Health & Safety:** It is the responsibility of the individual to work in compliance with all current health and safety legislation and the Trust’s Health and Safety Policy and to attend any training requirements both statutory and mandatory in line with the Trust’s legal responsibility to comply with the Health and Safety and Welfare at Work Act 1974.  It is a standard element of the role and responsibility of all staff of the Trust that they fulfill a proactive role towards the management of risk in all of their actions. Members of staff are responsible for adherence to all Trust policies for the safety of themselves, staff and patients at work.  **Sustainability:** The Trust works in partnership with the NHS Sustainability Unit and Carbon Trust to achieve and exceed carbon reduction targets. Our aim is to be an exemplar organisation in the way we embraces sustainability and corporate social responsibility. To achieve this it is the responsibility of all staff to minimise the environmental impact of their day to day activities and adhere to Trust’s policies on sustainability, waste, resource usage and governance. |
| **Organisation Chart** |  |

This Job Description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service and/or any other duties required to ensure smooth running of the Trust.