



JOB DESCRIPTION

Job Title:	Procurement & Asset Manager: Full-time – 37.5 hours per week
Responsible to:	Financial Controller / Company Secretary
Accountable to:	Matron / Chief Executive
Overall objective:	To manage and develop a comprehensive, cost effective procurement service throughout the Clinic, to ensure a robust supply chain thereby supporting care to patients. Foster a spirit of commercial awareness amongst all Heads of Department. Manage, record and track all transactions relating to the Clinic's fixed assets and stock.

Main duties and responsibilities - Procurement

1. Lead the development of patient focused procurement services for the Clinic.
2. Liaise with Heads of Department and Senior Managers to implement value for money procurement solutions.
3. Manage procurement within the Clinic liaising with Heads of Department on all aspects of procurement.
4. Provide a cost effective procurement service and ensure that service meets the future needs and trends in the provision of health care.
5. Manage the procurement service so as to ensure optimum value for money is achieved and probity maintained.
6. Lead and participate in negotiations with key suppliers for organisational specific value for money opportunities.
7. Lead programmes of product rationalisation to promote improved stock/inventory management and value for money.
8. Support and participate in benchmarking initiatives, as appropriate.
9. Assist in the formulation and implementation of programmes to meet efficiency saving targets.
10. Participate in and contribute to the development and use of Information Technology to meet procurement and supply chain needs.
11. Ensure, through effective management, that Heads of Department comply with all policies and procedures in respect of procurement.



12. Liaise with Heads of Department and the Financial Controller/Accountant to ensure that operational budget and service delivery targets are consistently achieved.
13. Monitor the use of value for money in the procurement of goods and services and where necessary take appropriate remedial action.
14. Monitor and review procurement procedures and advise the Financial Controller/Accountant of any amendments as necessary.

Main duties and responsibilities - Fixed Asset and Stock Management

1. Manage the Clinic's fixed assets using standard accounting practices to record and track all transactions.
2. Liaise with Heads of Department regarding fixed asset purchases and disposals. Tag / Label each fixed asset purchased and update the fixed asset database.
3. Regularly update and maintain the fixed asset database including the asset locations.
4. Liaise with the Financial Controller/Accountant regarding fixed asset depreciation.
5. Assist the Financial Controller/Accountant in providing information to the external auditor and other bodies relating to fixed assets.
6. Conduct timely physical inventories of fixed assets to validate the accuracy of the database, report and investigate any discrepancies.
7. Prepare regular fixed asset movement reports and liaise with the Financial Controller/Accountant on year end reconciliations.
8. Manage the Clinic's stock using standard accounting practices to record and track all transactions.
9. Liaise with Heads of Department regarding stock requirements and ensure the stock databases are updated regularly including the stock locations.
10. Assist the Financial Controller/Accountant in providing information to the external auditor and other bodies relating to stocks.
11. Arrange timely physical inventories of stock to validate use by dates, quality and quantity of items and ensure the accuracy of the database. Remove and report any obsolete items. Report and investigate any discrepancies.
12. Prepare stock reports and liaise with the Accountant regarding year end stock counts.
13. Ensure training on fixed asset and stock control is provided to those managers/staff who require it.



14. Participate in and contribute to the development and use of Information Technology to meet fixed asset and stock management needs.

Other Duties

1. Assist in strategic and business planning to ensure the continued delivery of effective services throughout the Clinic.
2. Investigate and assist in the management of formal/informal complaints from patients/relatives or other service users
3. Assist in the investigation of accidents and incidents, ensuring that all relevant documentation is completed.

General Duties

1. Perform any other duties deemed appropriate to the grade.
2. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
3. Support environmental strategies to conform to legislation and to support waste management policies and strategies.
4. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality, at all times.
5. Actively participate and contribute to the continuous improvement of the service.
6. Attend all mandatory in-service training and lectures.
7. Comply with the Ulster Independent Equal Opportunities Policy at all times.
8. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
9. Participate in annual performance review and maintain own personal development file.
10. Responsible for own professional development and maintenance of knowledge and skills according to professional guidelines and be responsible for identifying training needs and assisting in an effective training programme of all staff.
11. Adhere to and abide by professional code at all times (where relevant).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.



Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • At least two years’ relevant procurement experience within the past five years. • At least two years’ management experience within the past five years. • Ability to work with minimal supervision • Have experience of negotiating with commercial suppliers • Computer literate in e.g. Microsoft Office 	<ul style="list-style-type: none"> • A working knowledge of purchasing and/or finance related computerised systems • Up to date knowledge of current trends and technological developments within procurement, fixed asset and stock management • Experience of managing a fixed assets register.
Education/ Qualifications / Training	<ul style="list-style-type: none"> • A primary degree or an appropriate professional qualification (CIPS – Chartered Institute of Procurement & Supply) 	
Professional Membership		<ul style="list-style-type: none"> • CIPS membership
Other	<ul style="list-style-type: none"> • The post holder will be required to be flexible in their working pattern to meet service needs • Satisfactory completion of the following checks: References **Evidence of right to live and work in UK Health screening Qualification checks Satisfactory *ACCESSNI clearance. 	<ul style="list-style-type: none"> • Evidence of continuing professional development

Competencies:

- Ability to use initiative when working alone or as part of the team
- Teamworking
- Patient focused
- Well-developed and effective communication and interpersonal skills
- Excellent planning and organisational skills
- Highly motivated
- Analytical and problem solving skills



Information for Applicants

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

** You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.