**Purpose:** To effectively manage the Hospitals contract portfolio

**The post holder will:**

* Oversee, manage and improve the Hospitals contract register
* Be responsible for establishing and managing the overall contract strategy
* Support the tendering those contracts that require tendering
* Train and support the contract managers throughout the organisation to enable them to effectively manage and achieve the maximum benefit from their contracts
* Provide challenge on service levels, requirements, needs and drive value etc. to ensure that the contracts effectively meet the requirements of the Hospital

**Role Profile – Procurement Contracts Manager**

**Skills and Experience**

* Experience of managing and developing contracts delivering exceptional results.
* Experienced in driving value, negotiation & contract management skills – the ability to manage variations appropriately including resolutions of complex disputes when needed
* Excellent relationship management skills and able to work in complex environments where there are multiple stakeholders
* Excellent analytical skills using management information to challenge operational and financial performance and to support decision making and identify solutions to deal with complex problems.
* A solid background in Contract management, ideally in a healthcare environment, and with an interest in more than the commercials including specification development and improvement
* CIPS qualified or equivalent (e.g. IACCM) (or working towards)
* Excellent IT and organisational skills
* The ability to undertake complex tasks under pressure in a challenging environment
* Self-motivated and with a positive attitude
* Solid understanding of a Healthcare environment and its workings

**Measurement**

The postholder is expected to be familiar with, and work in line with, the hospital’s Values.

Performance will be measured against the specific objectives and targets and “Values-led” behaviours as identified and agreed within the Performance & Development Review (PDR) process.

**Key Result Areas**

This role is high profile and pivotal to establishing efficiencies in a portfolio of in-life and new service contracts.

This role is in place to facilitate effective contract management and support contract managers

This role is responsible for:

* Ensuring the effective management of the Hospitals contract portfolio
* Support and provide contract management expertise to the procurement of contract renewals (quotations and tenders etc.)
* Creating standard templates and training packs for contract managers
* Training and supporting contract managers to ensuring contractual and performance obligations are met and exceeded and providing knowledge transfer
* Working with all departments across the Hospital using expertise and influence to ensure the best outcomes are achieved
* Working closely with the other members of the Procurement team to identify opportunities and risks
* Identifying and delivering savings in line with the targets set in the PDR

The postholder is expected to work flexibly and provide cover within the department, according to competency and skills



**Values**

 **Structure**

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| --- | --- |
| **Role Holder’s Signature** |  |
| **Date** |  |