

Job Title	Head of Materials Management
Band	AfC Band 8C
Responsible to	Director of Sourcing and Materials Management
Accountable to	Director of Sourcing and Materials Management
Base	Primary Work Base Location Details of Requirement to Travel

Job Purpose

To manage the NWL ICS Trust's Materials Management Services and operational supply chain, leveraging people, process, technology and suppliers, to continually improve services and efficiency, minimise waste, and deliver an effective service to Trust stakeholders.

To lead the Materials Management function (including all budgetary elements including but not limited to staffing, suppliers, technology, transportation and warehousing) adapting and changing the structure / contractual arrangements as required to do so. This may include the need to work jointly with other Trust departments. They will be responsible for ensuring effective development and maintenance of Materials Management and Supply Chain Strategy, Plans and Commercial Strategy.

Work with the Market Engagement Team (consisting of Procurement Business Partners and Contracting Officers) and stakeholders to support the standardisation of products across the Trust. This will include regular advice to the Trusts on new products and appropriate route of supply for the products.

To ensure a consistent availability of all physical stock (including such stock held onsite by suppliers) to stakeholders. Work to minimise disruption, and where unavoidable, have appropriate disaster recovery processes in place to effectively manage emergency supply. This will also look at robust resilience of services, planning ahead of any future pandemic risk(s).

Develop and manage Materials Management Inventory Policy and reporting of compliance to Procurement Governance for Stocked and non-stocked items. The Materials Management Services Manager will also deputise for the NWL PS Director of Sourcing and Materials Management as and when required.

The post holder will be responsible for:

- Responsible for managing the NWL Materials Management budget.
- Manage all procurement activity project groups consisting of multifunctional/multidisciplinary project teams when undertaking procurement activities involves the co-ordination of effort to achieve the desired objectives
- Act as NWL Trusts owner for Supply Chain and Materials Management systems and processes. Delivering through individuals and third parties, training and support to stakeholders as required to ensure optimal use and compliance to the system
- Act as the Trusts lead to liaise in person with the NHS Supply Chain (or other vendor neutral logistics supplier) on all aspects of their service, creating and implementing Key Performance Indicators to measure their performance
- Manages the day-to-day aspects of the Trust supply chain operation and ensures the efficient delivery of goods to wards and departments.

- Develop policy to govern and direct the supply chain, engaging with internal and external stakeholders to ensure any governance materials developed are appropriate.
- Prepare, collate, coordinate and, manage the analysis of supply data to optimise supply chain processing and efficiencies, including but not limited to reduce stock holding, reducing wastage / obsolescence reducing stock-outs and emergency orders.
- Provide high quality, effective and stakeholder-focused Supply Chain Management advice to all cross site Clinical and non-Clinical Divisions, irrespective of whether the functions are carried out centrally, devolved to other departments, or contracted out to third parties.

Key Working Relationships

Internal

- Materials Management Teams across the ICS
- Procurement Business Partners and Contracting Officers
- Clinical and Facilities Stakeholders across the ICS
- Senior Management Teams across the ICS

External (if applicable)

- Contracted Suppliers of Goods and Services
- Wider NHS Organisations (NHS Trusts, NHS Supply Chain)
- IT Systems Vendors

Main Duties and Responsibilities

- Responsibility for Operation
 - Responsible for managing the NWL Materials Management budget.
 - Financial Responsibility for sites Working Capital of Inventory Holding and reporting of Operational costs, waste, including expired materials/products.
 - Advise on ways to reduce the internal costs (cost of ordering and invoicing) within the Trust with recommendations. e.g., on consignment stock reductions and the best use of IT systems
 - Reduce working capital by improving stock turn metrics through continual improvement
 - To report on a monthly basis to Head of Procurement the financial expenditure of each area of responsibility, and report regularly on savings (cash releasing and efficiency) made by the Materials Management Team.
 - Drive efficiency within the supply chain minimising costs and cash tied up in working capital.
 - Promote joint working wherever advantageous, including in collaboration with other Trusts / partners.
 - Ensures that transaction costs are minimised wherever possible by streamlined supply chain procedures.
- Responsibility for Human Resources
 - Manage all procurement activity project groups consisting of multifunctional/multidisciplinary project teams when undertaking procurement activities involves the co-ordination of effort to achieve the desired objectives
 - Provide the Training and Coaching Framework for NWL Material Management staff in continual development and improvement.

- The post holder will have responsibility for the training and career development of staff who report into the post holder.
 - Build effective team working and embed a performance culture both in the Procurement department and the wider Trust supply chain.
 - As necessary support the selection, interview and appointment of staff, taking responsibility for training, dealing with disciplinary procedures, staff consultation, welfare and safety matters that arise.
 - Take into account instructions and guidelines issued by the Trust and using the Trust's staff appraisal and performance management system, ensure that appraisals are undertaken regularly and in accordance with the Trust's procedures.
 - Promoting the professionalism and understanding of supply chain management throughout the Trust.
 - Manage all staff involved in product trials both within the Trust and external (suppliers) ensuring all trials are undertaken professionally and with the least disruption to the Trust.
 - Enforce and make recommendations for improvements to the Trusts representatives Policy.
- Responsibility for Information Technology
 - Act as NWL Trusts owner for Supply Chain and Materials Management systems and processes. Delivering through individuals and third parties, training and support to stakeholders as required to ensure optimal use and compliance to the system.
 - Be fully conversant with all aspects of the Trust Stock Management, e-procurement system, and other systems in use throughout the procurement function.
 - To be fully conversant with national and local networks and handheld data capture devices and other supply chain technologies.
 - Advise the Trust on improvements in the systems utilised to capture data for materials management and where agreed manage the programme of works to implement improvements.
 - Govern access to inventory systems management as required overseeing the level of functionality that users have.
- Responsibility for Communication
 - Act as the Trusts lead to liaise in person with the NHS Supply Chain (or other vendor neutral logistics supplier) on all aspects of their service, creating and implementing Key Performance Indicators to measure their performance.
 - Be The Trust lead in promoting good practice in all supply chain and stocking matters throughout the Trust.
 - To develop and maintain productive communications with procurement colleagues and stakeholders to ensure efficient and effective management of the supply chain.
 - Liaises with Central Supplies Agencies (such as NHS Supply Chain) and Commercial Partners (such as LPP) and disseminates information appropriately to end-users.
 - Liaising and negotiating with suppliers on complex supply solutions.
 - To provide supply chain advice and assistance to Divisions, Heads of Departments and authorised officers of the Trust as required.
 - To monitor the effectiveness of supply chain and associated systems and provide feedback to the Head of Purchasing, Procurement Systems Manager and other stakeholders as relevant, to support in developing and ensuring optimal system efficiency.
 - To liaise closely with the Materials Management staff to ensure effective supply chain management including but not limited to ensuring timely product returns, continuity of supply, emergency supply and resolution of other delivery queries.
 - To provide a customer focussed service and respond quickly and effectively to customer enquiries.

- Work with the Procurement Management Team managing the delivery of the Supply Chain elements of the Trust's Procurement Strategy.
 - Monitors and the third-party logistics service over across Trust sites, and proactively seeks opportunities to further develop this service. The service covers all physical product including, covering materials management and the delivery of bulk fluids, linen, stock and non-stock items, Consignment stock / other vendor managed inventory etc.
 - Identifies and optimises supply chain efficiencies including liaising with the Market Engagement Team and the Clinical Procurement Specialist to support opportunities to
 - rationalise products. This should include consideration of the implications of physical supply changes upon the total cost of ownership / use and identification and management of supply risk associated with changes.
 - Expand and roll-out coverage of the supply chain management within the Trust ensuring that there are agreed and defined routes of supply for all areas and, as appropriate for the Trust, extending the process, people and technology aspects of supply chain management.
 - Works with the Market Engagement Team, systems and suppliers to improve suppliers' performance in terms of delivery, punctuality and accuracy.
 - Assists the Market Engagement, Procurement Systems and Operations teams to develop and change catalogues covering all major purchased items.
 - Deals promptly with hazard notices and ensures that supply chain staff and the third-party providers take appropriate action.
 - Manages the day-to-day aspects of the Trust supply chain operation and ensures the efficient delivery of goods to wards and departments.
- Responsibility for Planning and Organisation
 - Manages the day-to-day aspects of the Trust supply chain operation and ensures the efficient delivery of goods to wards and departments.
 - To ensure appropriate controls are in place for ordering goods and products through Materials Management within the Trust, only authorised staff place requests for goods and products and products are ordered in the most appropriate and efficient way.
 - Work with Divisional stakeholders to drive the planning process to ensure optimal supply of materials and engage with suppliers to realise the requirements.
 - To work with Materials Management and departments to advise on and then set stock levels and weekly ordering of products held within the Trust to minimise the levels of stock held within the Trust.
 - Lead the planning and management of any relocations and new department/ward openings, ensuring that all serviced areas are correctly setup.
 - Lead the planning and management of any removal of discontinued and switched items/products or the introduction of new items.
 - The post holder is required to provide prompt action as directed with hazard notice.
 - To react as appropriate to product recall notices issued via the MHRA or manufacturers of materials managed goods.
 - To identify strategic Departments who will pilot any new agreement to ensure correct procedures are in place and to assess the quality of service.
 - Work closely with the Clinical Procurement specialist to plan, coordinate and manage clinical trials.
- Responsibility for Policy/Protocol & Service Development
 - Develop policy to govern and direct the supply chain, engaging with internal and external stakeholders to ensure any governance materials developed are appropriate.
 - Lead in developing the Trusts environmental policy in relation to the supply chain.

- To be fully conversant with Trusts standing orders, standing financial instructions and supplies procedures.
 - Actively engage with the P2P process and the departments involved in administrating it to ensure an optimal end-to-end process making changing and engaging with suppliers to facilitate this.
 - Ensure that Trust policies, procedures, Standing Orders and Standing Financial Instructions are always complied with.
 - Managing the multi-site stock-take process at the required frequency and provide reports on the profile of the value and items of stock across the Trusts as required.
- Responsibility for Research
 - Prepare, collate, coordinate and, manage the analysis of supply data to optimise supply chain processing and efficiencies, including but not limited to reduce stock holding, reducing wastage / obsolescence reducing stock-outs and emergency orders.
 - Utilise data to pre-emptively identify and manage supply chain concerns engaging with stakeholders as necessary to mitigate this.
 - To instigate changes to relevant data as required.
 - Work with the Market Engagement Team, Clinical Procurement Specialist, Materials Management team and other clinical professionals to implement changes in the supply chain.
 - Use newly implemented technology to generate and disseminate new reports as required to support the procurement function and Trust stakeholders as required.
 - Designs and produce reports, statistics, management information, etc. as directed and make recommendations on standard Key Performance Indicators to be used widely in the Trust for the function.
 - Other Duties
 - Provide high quality, effective and stakeholder-focused Supply Chain Management advice to all cross site Clinical and non-Clinical Divisions, irrespective of whether the functions are carried out centrally, devolved to other departments, or contracted out to third parties.
 - Provide cover for colleagues as appropriate.
 - Assist in producing ad hoc reports and in project work.
 - Undertake any other duties requested as appropriate to the banding.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.

Person Specification
Job Title: Abc

Factors	Criteria	Assessment Method
Education/Qualification		
Essential	<ul style="list-style-type: none"> • A postgraduate business or finance degree (MBA, MBL, CA) • A technical, financial or commercial degree • Specialist knowledge over more than one discipline / function acquired over a significant period • Evidence of continuing professional development at an advanced level 	Application form · Original certificates/diplomas
Desirable	<ul style="list-style-type: none"> • Member of the Chartered Institute of Purchasing and Supply or Institute of Logistics & Transport • Prince2 or other recognised project management qualification 	
Experience		
Essential	<ul style="list-style-type: none"> • Significant Senior Management experience, leading procurement and materials management teams at a strategic level · • Experience of leading and being accountable for development of business plans, strategies • Proven good people manager and excellent communicator. • Experience in being responsible for financial resources including budgeting for a major area, budget setting and monitoring. • Developing Stakeholder relationships · Change Manager with leadership skills, to manage complex multi-site projects. • Extensive proven experience in Supply Chain & Inventory Management • Evidence of delivering role out of new technology / IT • A track record of improvement and organisational change • Experience of working in a pressurised environment • Experience of leading large, arms-length teams to deliver operational changes • Providing a customer focused service, driving improvements 	Application form / Interview / · Assessment Centre · Original certificates/diplomas
Desirable	<ul style="list-style-type: none"> • Ability to identify, develop, nurture and promote innovate approaches to service development • Applies self to drive for timely results across a number of complex projects, supportive of colleagues in dealing with ambiguity and changing priorities. • Specialist commercial / NHS experience and knowledge in Supply Chain • Working knowledge of the NHS / Public sector 	

	<ul style="list-style-type: none"> • Clear understanding of NHS England & NHSSC initiatives, including GS1 & Scan4Safety. • Advanced IT skills including knowledge of specialist software for supply chain / inventory management, electronic catalogue and e-procurement systems to ensure efficient use of procurement enablement technologies. • Statistical and data analysis skills 	
Skills & Knowledge		
Essential	<ul style="list-style-type: none"> • Modern procurement techniques and approaches, including strategic cost management principles and strategic materials management process knowledge • Fact based dynamic decision making 	<ul style="list-style-type: none"> • Application form / Interview / · Assessment Centre · Original certificates/diplomas
Desirable	<ul style="list-style-type: none"> • Programme and project management • Understanding of the EU Directives and Public Contract Regulations, standard terms and conditions of contracts and contract law • A working knowledge / understanding of the NHS and Acute Trusts • Finance knowledge 	
Key Attributes		
Essential	<ul style="list-style-type: none"> • The role will be a combination of desk-based activity and being active across the 3 Trust sites. • The role will require some travel, mainly within London · Sufficient to fulfil the duties of the post with any reasonable adaptations • Highly developed interpersonal communication (Written and oral) and facilitating skills • Strong influencing skills • The ability to communicate effectively orally or through writing or presentation • The ability to manage and chair meetings of stakeholders from a range of different business disciplines and drive actions 	<ul style="list-style-type: none"> • Application form / interview /Assessment Centre
Desirable	<ul style="list-style-type: none"> • The ability to present to large, potentially critical audiences in a confident manner and respond to questions authoritatively 	
<p style="text-align: center;">Assessment will take place with reference to the following AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</p>		

