

Job Title:	Interim IT Procurement Manager
Reports to (job title):	Alex Blatherwick – Head of Procurement
Line Manager to:	N/A

## Job purpose

An exciting interim opportunity has become available within our Procurement team. Due to business expansion, we require somebody to fulfil the role of migrating and managing IT spend across incumbent and new business for a fixed term of 8 months. HCRG Care Group has won new business to begin in April 2025, taking on the service delivery to the NHS from existing providers across 3 large service contracts. HCRG Care Group will therefore be growing in terms of its overall client offering (c.75%), staff base (c.75%), supplier base (c.20%) and spend. Ensuring this growth opportunity leads to economies of scale and the right non-conflicting or duplicated systems are in place is crucial.

Day to day you will work with and support both the Procurement and IT departments, being responsible for migrating or cancelling IT contracts due to come in with new business that is being taken over from incumbent service providers, as well as managing the expansion of existing licences and hardware requirements, utilising leverage to ensure the best balance of product and pricing for the longer term.

The base will be hybrid, and for 90% of the time you can be working from home, with only occasional travel required to our head office in Runcorn, and to the new service areas in Leicestershire, Somerset and Surrey, and where required to meet suppliers. Alternatively you would be welcome to base yourself in several of our offices.

You will line into the Head of Procurement, with a dotted line into the Head of IT Operations

**The role is fixed term for 8 months until c.July 2025 (salary £45,000 Pro Rata)**

## Estimated Plans for the role, subject to change;

- **Starting Point Month 1** Assessing the incumbent (exiting) service providers' systems and licences, determining viability on the basis of contract status, change of service deliverables, contrasting internal systems and price. Gaining an understanding of business and stakeholder needs
- **Months 2-4** Working with new business project management and IT to ensure the correct and safe transfer of all required licences and legacy hardware/software, including DHSE supported working licences and systems for individuals occupational health
- **Months 2-5 with a prioritisation plan developed from ASAP** - Utilising leverage in expanding HCRG Care Group's existing contracts and arranged supply chains, staff volume will be increasing around 60%-70% in April 2025. Workers have access to many systems, clinical and administrative

- **Months 2-5** Analysing commercial contracts and proposals with a particular focus on SaaS, going through the correct internal legal and stakeholder channels for sign off.
- **Months 2-5** Supporting the Information Governance (IG) and Information Systems (IS) teams, utilising a working knowledge of data security and cybersecurity
- **Months 2-8** Supporting on the supplier management aspect for IT providers, and being a key contact for both vendors and stakeholders.
- **Months 2-8** Working alongside Procurement Operations, ensuring any onboarding suppliers meet all our key initial requirements such as having the contract, alongside any Data Protection agreements, Modern Slavery and environmental commitments, and the correct contact data for our p2p database and accounts team.
- **Months 5-8** Support where appropriate on related Procurement and accounts projects.
- **Months 7-8** Laying the groundwork for a future IT category plan, finalising the central database/system in place of what licences are where, and finalising a general contract status piece, and detailed calculation of total savings achieved.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records

Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

# Job Description

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- **At least 5 recent years experience in Procurement**, including at least 3 years focused on or around the IT category, preferentially as a category manager, or within project delivery
- **Commercially driven** with a track record of success, especially within the delivery of software and licences
- **Contract experience to a high level**, comfortable and confident in dealing with complexities surrounding SaaS, cybersecurity, service level agreements & KPIs, multiple types of contract, contract terminations and novations etc
- **Experience** of working with senior IT stakeholders
- **Customer focused, friendly attitude.** End users and stakeholders around the business are 'customers'. Good service leads to good relationships. Good relationships lead to opportunities to influence business spend on a large scale. An excellent email and telephone manner is essential.
- **Attention to detail**
- **Ability to work alone or as part of a team**
- **Willingness to branch out and go the extra mile to support the whole HCRG Care Group team**
- **Ability to use initiative to solve problems**
- **Good system skills and memory**

### Highly Desirable

- **Previous experience and involvement in a project where contracts and systems are being transferred/cancelled, due to a company buyout or change of service provider.**
- **Ability to use Microsoft products to an intermediate level or above would be advantageous**
- **Conducted previous successful IT Category plans**

### Desirable

- **Previous or current use of Service Now as a case owner**
- **Knowledge of healthcare industry/clinical systems**
- **Driving Licence and access to a vehicle, or located near access to trains**

# Job Description

Employee signature

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Manager signature

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