

JOB DESCRIPTION

Job title:	Procurement and Contracts Manager
Grade:	Grade VII
Reports to:	Finance Manager
Working Hours:	35 hours per week for a Full-time employee.
Salary Scale:	€61,219 - €79,583

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

Role Summary:

The Procurement & Contracts Manager is responsible for managing the tendering processes, management and control of Stores, and reporting, on behalf of the Hospital, to ensure that it procures all its required goods and services in a manner which is reliable, cost-effective and compliant with all relevant laws and regulations.

The role requires a strong strategic procurement professional to develop and implement best practices within the Procurement department.

Working closely with the other members of the Department, the Procurement & Contracts Manager will play a key role in the planning, directing and monitoring of the Hospital's procurement and contract management function.

Key Duties and Responsibilities:

- Manage the Hospital's tendering and other Procurement activities in accordance with Hospital policies and procedures, and to ensure compliance with E.U., National and Health Service Procurement directives, regulations and policies.
- Draft tender and contract documentation, including e-tender/OJEU notices.
- Assist in the development of appropriate Procurement strategies.
- Ensure all Supply Chain systems and process used in the supply of goods and services are in compliance with statutory and regulatory requirements and hospital policy.
- Lead and manage the mitigation of Supply Chain Risk.
- Compile Supply chain risk assessment.
- Manage the staff assigned to the department, including their supervision, recruitment, training and coaching.
- Provide spend visibility and category insights by leveraging data analytics.
- Develop a Supplier Performance Management process for key suppliers.
- Identify buying strategies through market knowledge and engagement.
- Provide professional advice and support to budget holders and other hospital managers in respect of EU Procurement Directives, Hospital and Governmental Procurement Policies and all purchasing and contracting issues.
- Participate as required in hospital/external committees and joint tendering and contracting exercises undertaken with other healthcare or external agencies.
- Assist in the development of internal procurement operations.
- Identify and implement continuous improvement opportunities

Staff Management

- Promote good industrial relations in employment practices.
- Ensure good communications within the department by appropriate means including establishing regular staff meetings.

Information Technology:

- Procurement Management to ensure the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner, which integrates well with systems throughout the organisation.
- Collect, interpret and present in conjunction with departmental staff, data and information on the Department's activities, staffing and expenditure.
- Develop and maintain product catalogues, contract database, and approved vendor database in conjunction with the purchasing and inventory sections.
- Update and improve the computer-integrated management system for the Procurement Department.
- Collect, interpret and present data and information on the Department's activities, staffing and expenditure.

Health and Safety:

- Ensure that safety procedures are known and followed by the Procurement Department.
- Under the Health and Safety at Work Act, it is the duty of staff to take responsibility for their own safety and the safety of others which involves the reporting of accidents, dangerous occurrences and unsafe equipment.

General:

- Management of the Purchasing and Procurement Function in ensuring that appropriate systems and procedures are in place to enable the department to operate effectively.
- Ensure that all statutory regulations are complied with in respect of the Purchasing and Procurement function.
- Assist in ensuring that expenditure is controlled within agreed limits and in compliance with the hospital's policies.
- The post holder is accountable, responsible and has authority for delivering a quality service and ensuring patient safety.
- The post holder will work within a Risk Management Framework to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate.

Essential Qualifications/Experience

Factors	Essential	Desirable
Qualifications	Relevant third level and/or professional qualification in a health related field.	Relevant technical qualifications, such as CIPS
Experience	Broad recent, relevant healthcare experience at a senior level working with groups.	- Experience of Supply Chain Management in a Healthcare Sector setting - Proven knowledge of Public Procurement Directives (2014/24) - Experience with independently executing tenders (national and European) on eTenders from start to finish - Demonstrable experience in assessing spend reports and data to identify opportunities - Minimum 3 years' experience in a Procurement role
	Person Specifications;	
Core Competencies	<u>Managing the service</u> Knowing the health service and how it works. Planning and managing resources. Evaluating information and judging situations. Setting standards. Delivering quality and fairness for service-users. <u>Managing people</u> Influencing people and events. Managing individual performance. Being the communication channel. Creating team spirit. Supporting personal development.	<u>Managing change</u> Integrating the service. - Embracing the change agenda. - Ability to actively participate, promote and encourage communications within Purchasing & Procurement, and throughout the hospital - Knowing the Health Service & How it works

	Managing yourself. Being a role model. Maintaining composure and quality of working life.	
Health	Candidates for, and any person holding the office, must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.	
Character	Candidates for, and any person holding the office, must be of good character and remain as such.	

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Conditions of Employment:

- Annual Leave Entitlement: 30 days per annum pro- rata. Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment.
- Probationary Period: The appointee shall hold office for a probationary period of six months.
- The terms of the Hospitals Superannuation Scheme (VHSS & SPSPS) will apply to this position.
- A minimum of 3 months' notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Hand Hygiene, Fire Training, Manual Handling, Introduction to Children First, Data Protection, Cyber Security, Open Disclosure.
- All accidents within the department must be reported immediately.

- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.

Policies/Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice.

Confidentiality

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michaels Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Benefits of working at St Michaels Hospital

- Defined benefit pension scheme.
- Access to learning and development opportunities.
- Library facilities.
- Subsidised staff restaurant.
- Subsidised pharmacy.

- Access to subsidised gym facilities.
- Access to health services credit union.
- Group discount for health insurance.
- Excellent access to public transport including tram and bus routes.
- Tax saver commuter ticket scheme.
- Bike to work scheme.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

Reviewed: September 2026

Next review: September 2031

Signed by Job Holder

Date