

Job description

Role title	Consumables Managed Services Category Support
Reporting to	Head of Procurement & Infrastructure (CMS)
Role Duration	Permanent

Purpose of the role

Responsibilities
<ul style="list-style-type: none"> • Assist with strategic supplier relationship management. • Assist with supplier development programmes. • Assist with development of alternative sourcing strategies, especially for the Consumable Business Unit. • Apply the principles of supply chain stewardship across all Asterol business units, to deliver efficient and effective interfaces between Supply Chain and Procurement and the rest of the business. • Contribute to and implement supplier management policy and processes. • Develop and maintain a working knowledge of the products and service offerings of your allocated supplier accounts • Ensure the supply chain management function provides timely and efficient support to the business. • Develop and maintain a working knowledge of Asterol's Inventory Management System and related information systems. • Encourage and actively promote Personal Development and training. • Any other duties as agreed with the Head of Department

Resources/decision making authority
<ul style="list-style-type: none"> • Improve the Procurement function by analysing current spend in specific categories, to advance the development of tactical procurement, enabling the delivery of sustainable cost efficiencies and savings.

Key accountabilities
<ul style="list-style-type: none"> • Ensuring provision of excellent support to Asterol CMS business unit. • Ensuring effective supplier relationship management to deliver benefit to Asterol and our clients. • Performance reporting and analysis. • Driving business improvement, including adoption and use of electronic order processing.
Performance indicators
<ul style="list-style-type: none"> • Supplier Contracts in place. • Orders placed within the lead time to ensure stock levels are maintained at

each Trust location.

- Supplier disputes to be resolved within reasonable time.

Capability profile

Qualifications	Essential	Desirable
Working towards CIPS qualification		*
CMI qualified or working towards		*
Post-graduate vocational qualification		*
Experience and Skills	Essential	Desirable
At least 1 - 2 years procurement experience within an integrated supply chain, including Consumables and material management.	*	
Experience in Cost Management, Strategy Development, Strategy and Performance Improvement.		*
Experience of specifying, negotiating and monitoring complex service contracts.		*
Proven ability to work successfully in a fast-paced multi-disciplinary environment.	*	

Languages	Essential	Desirable
English	*	

Mobility requirements

Role location	Reading Head Office
UK travel	Occasional
International travel	No

Other

DBS - Disclosure & Barring Service disclosure (formally Criminal Records Bureau disclosure)

A DBS Enhanced Disclosure is required for all applicants.

The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.

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