

Job description

Procurement Senior Buyer

Location: Beaconsfield, Oxfordshire (Part remote, national travel required)

Reports to: Procurement Business Partner

Working with: Group & Commercial Finance, Operational Leaders, Clinical Governance, Legal, Capital Projects & Procurement, External Vendors

About InHealth

InHealth is recognised as the UK's largest provider of specialist diagnostic and healthcare services, with a workforce of 3,500 staff and an annual turnover of over £350m. Guided by our purpose to Make Healthcare Better, InHealth works closely with the NHS and other healthcare providers to deliver improved patient outcomes.

Central to InHealth's mission is the aim to provide high-quality local care to over seven million patients by 2030 through our partnerships with the NHS and other healthcare providers. Enhancing access to diagnostics is central this mission and aligns with the Government's strategy to reduce waiting times and shift the healthcare focus from treatment to prevention. By facilitating earlier diagnosis, we improve healthcare outcomes and play a crucial role supporting the NHS to achieve its objectives.

Our Values

As a values-based organisation, InHealth is committed to principles that inform its actions and behaviours. These values — Trust, Passion, Care, and Creativity — are inspired by the core purpose of making healthcare better. They shape the way the organisation interacts with patients, customers, and colleagues, ensuring a consistent and positive approach across all areas.

Introduction

The Senior Buyer is responsible for managing the sourcing, purchasing, and supplier relationships that ensure an organisation obtains good and services at the best value while maintaining quality, compliance, and continuity of supply.

This role involves day-to-day ownership of assigned spend and operational business areas, acting as the primary procurement lead for those areas. Through the development of effective working relationships they work closely with stakeholders across healthcare services, the role delivers sourcing activity supplier management, contract management, saving opportunities and compliance with UK public procurement regulations and organisational policies.

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What you are responsible for

Strategic Procurement

- Develop and implement procurement strategies for assigned categories and business areas
- Lead sourcing activities, including market research, supplier evaluation, and tender process
- Identify procurement opportunities for cost reduction and process improvement
- Analyse spend data to support strategic purchasing decisions

Stakeholder Management and Engagement

- Collaborate with internal departments/stakeholders to identify and understand procurement requirements early and support effective procurement planning within assigned responsibility area
- Provide procurement expertise and advice to stakeholders
- Support project teams with sourcing and supplier selection activities
- Influence procurement best practices across the organisation

Category, Cost and Contract Management

- Lead procurement exercises from market engagement through to contract award.
- Develop category strategies in conjunction with Procurement Business Partner for assigned spend areas.
- Identify opportunities for contract rationalization and standardization
- Support the delivery of annual savings and cost avoidance targets, and procurement efficiencies,
- Identify opportunities to optimize inventory and purchasing costs

Supplier Relationship Management

- Source, evaluate, and onboard new suppliers as directed
- Build and maintain strong supplier relationships
- Monitor supplier performance against agreed KPIs and service levels/expectations
- Conduct supplier reviews and drive continuous improvement initiatives

Commercial and Financial Management

- Deliver cash-releasing and non-cash-releasing savings targets.
- Analyse expenditure and market trends to identify opportunities.
- Produce business cases and procurement reports.
- Support value-for-money initiatives across the organisation.
- Track, evidence and report realised savings, cost avoidance and value improvement benefits.

Governance and Compliance

- Ensure compliance with Procurement Act 2023, NHS Provider Selection Regime, public procurement regulations, SFIs and organizational policies.
- Ensure adherence to company procurement policies and governance standards
- Manage supplier risk assessments and due diligence activities
- Support sustainability, ethical sourcing, and ESG initiatives
- Maintain compliance with relevant legal and regulatory requirements

What people see in you

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- A decision-maker with a focus on quality, safety and achieving results
- A credible, calm and confident team player who inspires trust and accountability
- A collaborative and inclusive team player who builds effective relationships at all levels
- A resilient individual who thrives in complex, fast-paced environments
- A role model for professionalism, integrity and patient-centred leadership
- A proactive and curious Procurement Professional who seeks to understand “how to get better value” in all areas of procurement
- Strong attention to detail with a focus on accuracy and data integrity
- A clear communicator who can simplify complex commercial information
- Organised, reliable, and able to manage competing priorities
- A collaborative team player who builds strong working relationships

You will

- Be a self-starter with strong emotional intelligence, building trust quickly and working effectively at all levels
- Support projects in line with InHealth values and role-model expected behaviours
- Demonstrate credible experience of managing multiple supplier relationships across numerous categories
- Balance day-to-day delivery with projects for change, improvement and growth
- Communicate with impact—prioritising competing demands and working at pace when required
- Be resilient and adaptable in a changing environment, adjusting plans to meet emerging needs
- Use data and insight to drive category performance, sourcing decisions, savings delivery and continuous improvement
- Demonstrate commercial acumen, understanding income, costs and contractual levers to support sustainable growth and seeking advice where needed
- Demonstrate strong stakeholder management, influencing suppliers/partners and to deliver contracted outcomes
- Follow strong operational governance frameworks—reporting risk, incidents and complaints with learning and improvement at the centre
- Lead service mobilisation and change programmes, realising benefits and managing operational risk where required
- Maintain a high-quality, patient-centred service mindset and lead by example on standards, governance and safety using feedback to improve pathways and service quality
- Be degree educated (or equivalent) and willing to travel across the UK as required; a full UK driving licence is desirable

You have experience of

- 4+ years' Experience of working in similar Procurement Roles

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- Experience of using Purchase Order management tools/software
- Strong Excel skills (lookups, pivot tables, basic modelling)
- Ability to analyse and interpret data
- Managing data and records accordingly
- Clear written and verbal communication
- Ability to manage deadlines and prioritise work
- Able to work on own initiative and support others
- Be qualified to at least Level 3 of CIPs (working towards level 4)
- Have demonstratable evidence of pro-active cost savings that have delivered best value

Additional Duties and Responsibilities

It should be noted that the duties outlined are not exhaustive. All members of InHealth may be asked to undertake additional tasks, provided these are within their capability. All staff must engage in appraisals, annual self-declaration, training and self-development to meet organisational standards. Strict compliance with statutory and company policies is mandatory for operational effectiveness.