

# Procurement Business Partner

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

**Reports to:** Procurement Manager

**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 to 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 Procurement Business Partner acts as the strategic link between procurement and operational departments, ensuring that procurement activities support clinical and non-clinical objectives while delivering value for money, compliance, sustainability, and high-quality patient outcomes.

Working closely with stakeholders across healthcare services, the role is responsible for identifying procurement opportunities, developing procurement and category strategies, influencing operational decision-making, managing key supplier relationships and ensuring procurement is engaged early to maximise commercial value and operational outcomes, whilst ensuring compliance with UK public procurement regulations and organisational policies.

## Job description

### What you are responsible for

#### **Strategic Procurement**

- Develop and implement procurement and category strategies aligned with organisational goals and healthcare priorities.
- Lead procurement initiatives that improve cost efficiency, quality, and service delivery.
- Develop and maintain a procurement opportunity pipeline across assigned business areas, identifying sourcing, savings, cost avoidance, value improvement and service enhancement opportunities.
- Analyse spend, market and operational data to inform procurement decisions, category plans and strategic purchasing decisions.

#### **Stakeholder Management**

- Build strong relationships with clinical and non-clinical departments.
- Act as a trusted advisor on sourcing/buying processes.
- Challenge and influence stakeholders to adopt best procurement practices. Lead procurement planning with budget holders and service managers, ensuring procurement involvement at the earliest stage of operational decision-making.

#### **Category and Contract Management**

- Provide strategic oversight of assigned categories and business areas, ensuring procurement activity supports operational priorities and organisational objectives.
- Lead procurement exercises from market engagement through to contract award for designated projects/categories.
- Develop category strategies for assigned spend areas.
- Monitor contract performance and supplier compliance.
- Identify opportunities for contract rationalisation and standardisation.

#### **Supplier Relationship Management**

- Lead strategic supplier engagement and support the development of key supplier relationships across assigned business areas.
- Develop effective relationships with suppliers and framework providers.
- Conduct supplier performance reviews and address service issues.
- Support innovation through engagement with existing and potential suppliers.
- Ensure suppliers meet quality, sustainability, and regulatory requirements.

#### **Commercial and Financial Management**

- Develop and maintain a savings and value improvement pipeline, ensuring opportunities are identified, tracked, and delivered through procurement activity.
- 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.

#### **Governance and Compliance**

- Ensure compliance with Procurement Act 2023, NHS Provider Selection Regime, public procurement regulations, SFIs and organizational policies.

#### **Sustainability and Social Value**

- Support net-zero objectives and social value commitments.

#### **Leadership & Team Management**

- Provide day-to-day leadership, management and development of the Procurement Specialists/Procurement Officers (2 FTE), ensuring clear objectives, accountability and performance standards are maintained.

## Job description

- Conduct regular one-to-ones, performance reviews and development discussions, supporting continuous professional development and career progression.
- Manage performance, attendance, conduct and capability matters in accordance with organisational policies and procedures.
- Coach and mentor team members to build procurement capability, commercial awareness and service excellence.
- Allocate workloads and resources effectively, ensuring priorities are delivered and service levels maintained.
- Foster a collaborative, customer-focused and continuous improvement culture within the procurement team.

## What people see in you

- A decision-maker with a focus on quality, safety and achieving results
- A credible, calm and confident leader who inspires trust and accountability
- A collaborative and inclusive leader 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
- Pro-actively lead and develop your team (~2 FTE) in line with InHealth values and role-model expected behaviours ensuring a patient centred approach to our plans is maintained
- Use data, insight and market intelligence to identify procurement opportunities and shape sourcing strategies.
- Build credible relationships across operational areas, ensuring procurement is engaged early and effectively in decision-making. Translate strategic priorities into clear procurement plans and deliver agreed objectives
- Balance day-to-day delivery with strategic 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 monitor procurement performance, benefits realisation and continuous improvement.
- Demonstrate commercial acumen, understanding income, costs and contractual levers to support sustainable growth

## Job description

- Take a strategic view—seeing the bigger picture while retaining appropriate operational detail
- Demonstrate strong stakeholder management, influencing commissioners, partners and internal teams to deliver contracted outcomes
- Maintain strong operational governance—managing risk, incidents and complaints with learning and improvement at the centre
- Lead service mobilisation and change programmes, realising benefits and managing operational risk
- 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

- 6+ years' Experience of working in similar Senior Buyer Roles (Healthcare experience preferred)
- Experience of leading, managing and developing staff within a procurement, commercial or supply chain environment
- 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.