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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | Group Head of Procurement |
| **AGENDA FOR CHANGE BAND** | 8C |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | 2601 |
| **DBS LEVEL** | None Required |
| **REPORTS TO** | Deputy Director of Finance, Procurement & Information (LPT) |
| **ACCOUNTABLE TO** | Deputy Director of Finance, Procurement & Information (LPT)  Deputy Director of Finance, Procurement & Contracts (NHFT) |
| **LOCATION** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |

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| **JOB SUMMARY**  The post holder will have a group role managing the procurement departments of both Leicestershire Partnership Trust (LPT) and Northampton Healthcare Foundation Trust (NHFT). They will provide a full specialist service to the Trusts and associated customers, including provision of technical guidance, operational guidance and advice on strategic sourcing, tendering, and contracting to all relevant internal and external stakeholders, ensuring all legal requirements and obligations are met.  The post has budget holder and full staff management responsibility for the two procurement teams and will be responsible for managing and delegating the procurement work plan.  They will lead any transformation work across both of the procurement teams, considering difference procedures, HT policies and financial requirements.  The post holder will work to ensure synergies are gained from our group relationship. They will consider how best to support joint working across the teams.  The role will have considerable input in how both organisations manage and spend a total group non-pay budget of over £230m. They will be responsible for all procured spend within this budget  The post holder will consider new goods and services contracts on behalf of both organisations and regularly update both Trust boards on progress. The post holder will be responsible for seeking assurance and ensuring approval from relevant board members and committees are obtained prior to completing contracts.  To provide a high quality, effective and client-focused procurement service to all relevant stakeholders and to ensure all customers obtain Value for Money (VfM) for all commercial transactions.  To provide professional external procurement representation within all required national forums, building collaborative relationships where appropriate.  The post holder will be responsible for initiating, developing and implementing a Group wide procurement strategy and ensuring that the relevant processes are in place to support it.  The post holder will provide management support services and management information to the Deputy Directors of Finance at both LPT and NHFT. They will also provide support and advice to any other organisational leads for which procurement services are provided. | |
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| **MAIN DUTIES AND RESPONSIBILITIES:** | |
| 1  2.  3  4  5  6  7  8  9  10  11  12  13  14  15  16  17  18  19  20  21  22  23  24  25  26  27  28  29  30  31  32  33  34  35  36  37  38  39  40  41  42  43  44  45  46 | **The post holder will:**  Deliver a Group Wide 3-5 year procurement strategy and the development of contract uptake through proactive leadership of the two procurement teams and influencing all categories within both Trust’s combined £230m non-pay spend.  The post holder will be responsible for leading the two procurement teams with a clear focus on obtaining value for money, ensuring effective supply chain management and improving customer satisfaction through continuous quality improvements.  Be the advocate for the Group’s ambition that we will be the leading non-acute procurement team by embracing all national procurement landscape changes (e.g. the DH Future Operating Model, Category Towers, etc), and work towards and achieve Level 1 and Level 2 of the NHS Procurement Standards. The post holder will consider both Trust’s individual requirements while creating a consistent group approach.  To ensure that all aspects of the procurement service comply with Standing Orders and Standing Financial Instructions, and to ensure compliance with European Procurement Regulations and English Law relating to the tendering, contracting and purchase of goods and services.  Work with the Financial Controllers of both organisations to develop a consistent set of Standing Orders and Standing Financial Instructions.  Promote and ensure compliance with national procurement initiatives, benchmarking and public procurement regulations.  Research, initiate, implement and manage strategic and transactional partnerships as appropriate to ensure that a range of contract arrangements are in place to meet the Trust and customer organisations’ sourcing needs; ensuring Value for Money and maximising savings.  Plan, facilitate, organise, and carry out highly complex procurement and contract activities, managing operational timing requirements, including analytical evaluation and recommendations for Value for Money.  Plan and organise a broad range of complex activities and prioritise programmes for multi-customers across and within departments/services/agencies. This will involve the formulation and/or adjustment of ongoing plans or strategies that may involve uncertainty and change that may impact the whole organisation.  Plan and implement individual procurement strategies and work plans which impact across and within departments and services.  Plan, organise and implement joint procurement exercises on behalf of both LPT and NHFT. Consider each Trust’s individual need while seeking synergies at all levels.  Review existing procurement procedures and processes of both LPT and NHFT with a view of aligning them.  Provide assurance to both organisation’s boards on current procurement process and compliance with legal requirements. Articulate how different approaches across each organisation can provide assurance.  Provide and receive highly complex, sensitive information, This could often be contentious and highly emotive, such as where long standing arrangements need to be changed for the benefit of the Group. Use highly developed communication styles to share such information.  Resolve any contractual legal challenges from external organisations in line with public procurement regulations.  Provide professional advice relating to procurement, tendering and contracting issues and purchasing expertise to managers in order to facilitate effective decision making, ensure cost effective procurement, and provide for efficient management of risk. Such advice may be confidential, complex or sensitive.  Identify and deliver procurement savings in accordance with agreed objectives and Cost Improvement Plan (CIP) savings.  To participate in external audits, and carry out internal quality audits of the team, to ensure that standards are met for the purchasing of goods and services, product and equipment trials and all evaluation sheets are completed and analysed.  Be the budget holder for both procurement departments, and manage the procurement teams, including staff and customer training, recruitment and selection, disciplinary and grievance, performance monitoring and staff appraisal within the team.  Manage separate organisational budgets in accordance with Trust specific finance procedures. Understand how these procedures differ and apply them appropriately.  Understand and apply multiple HR policies from both LPT and NHFT to consistently manage a group procurement team.  Understand and utilise multiple HR databases and recruitment systems dependent on which Trust is being supported.  Responsible for the management and leadership of the Trust’s procurement service within the constraints of the Group’s Strategic Plan.  Responsible for the performance of both procurement teams, and the achievement of agreed targets and activity, including Key Performance Indicators (KPIs).  Promote and manage external relationships relevant to procurement, including those with NHS agencies and organisations, providers of contracts and framework arrangements, government agencies and all additional relevant stakeholders.  Develop and maintain productive working relationships with key internal stakeholders to ensure the achievement of agreed customer objectives.  Develop, maintain and manage a close working relationship with the Finance Teams of both organisations.  Develop, establish and maintain a contractual relationship with each Trust’s chosen procurement partner and NHS Supply Chain to ensure the workplan meets the needs of the Divisions.  Collaborate with other organisations in establishing consortium relationships to procure goods and services where joint commitment will yield enhanced value for money.  Facilitate multi-disciplinary user groups and lead change to support rationalisation and standardisation of goods and services.  Responsible for the development, production and implementation of Group and Trust Wide procurement policies and procedures that affect the finance directorates and how they operate and deliver a service, Implement and promote across the customer organisation/s. Contribute to the production, development, review and implementation of an integrated procurement and logistics strategy effectively serving the needs of the individual Trust and customer organisations.  Establish and maintain operational and strategic sourcing policies, procedures and strategies to ensure that products and services are effectively sourced.  Produce internal operational policies and procedures for use by the strategic sourcing teams.  Responsible for the design and implementation of major new information systems (e.g. finance systems, purchase order systems, contract management software, etc) By working with the Buying Team Leaders to develop a robust E-Commerce strategy and ensure its implementation; including system development and end user training, which includes the management, development and utilisation of a variety of information systems including those currently in use or to be introduced:   * Microsoft Office * Procurement intranet systems * Relevant internet sources * E-Tendering/E-Sourcing * Contract Management Systems * Supplier Relationship Management system   Interpret highly complex facts or situations, which require analysis, interpretation and comparison of a range of options. Undertake the collection, collation and complex analysis of data and financial information to establish opportunities and requirements. Support of contracts based and other project work, and provide performance information.  Explain highly complex procurement information to non-procurement professionals. Explain this information in the context of two different organisations.  Use specialist knowledge to describe the legal implications are particular procurement actions to Executive Board Members across both Trusts.  Lead and participate in internal and external benchmarking, including peer group and national indicators.  Regularly produce and disseminate customer focussed performance indicators related to the activity of the procurement team, and the achievement of customer targets.  Act as an authorised signatory for the approval of Trust and customer organisations as defined in by the relevant Standing Financial Instructions (SFIs) and Standing Orders (SOs).  To take a lead role in Information Governance and Freedom of Information (FOI) policy and communications in line with strategic sourcing procedures and regulations.  To lead and evolve all procurement related training across the Group.  To work closely and lead work plans with contracts leads from both organisations.  To understand the different contractual relationships of both organisations with their NHS commissioners and develop procurement contracts that account for these.  **Additional Requirements**  To act as an ambassador for the Trusts, the procurement teams and promote benefits to all stakeholders.  Undertake other duties within the general scope of the post as appropriate to the grading of the post.  **Freedom to Act**  The post holder has significant freedom to act through own interpretation of overall health service and procurement policy and strategy to establish objectives and standards. Required to take action based on own interpretation of broad professional policies and advises the organisations on how these should be interpreted.  Plan and organise own and staff time to meet workload and organisational need.  Plan and prioritise programmes of activity within and across the department and Trust and customer organisations, taking account of differing needs and requirements, which may be conflicting. |
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| **ORGANISATIONAL CHART** | |
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| **KEY RESULT AREAS**   1. Service Levels:    1. Meet the Trust’s and Customer Organisations’ targets for goods and services spend under contract coverage.    2. Ensure sufficient contracted arrangements are in place so that Purchase Orders for goods and services can meet the Trust’s and Customer Organisations’ targets.    3. The top 10 suppliers for goods and services, as assessed by a combination of annual spend, risk and their ability to deliver additional value to the Trusts will be the subject of an annual review, where stakeholder and supplier surveys will be used to gather information about service, quality and overall value for money. 2. All aspects of strategic procurement are compliant with all relevant public procurement law, regulation, provision, procedures, Trust and customer Governance, and recognised best practice. 3. Relevant, appropriate and approved policies and procedures in place within the department and the Trust and customer organisations. 4. Information Governance (IG) compliance 5. Work to personal and departmental objectives to enable targets to be set and performances evaluated; and contribute to the development and performance of the department by personal involvement in training and continued professional development. 6. Operate in accordance with the correct ethics in transacting Public Business, and display a high standard of conduct and professional approach when in contact with customers and suppliers to protect the interests of the Customer Organisations. | |
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| **COMMUNICATION**  This role involves a considerable amount of communication via telephone, e-mail and face to face where there are often barriers to customers understanding. This communication is often complex and will frequently involve the receiving of contentious commercial information (supplier pricing and offers) that will require persuasion, negotiation and influence at the point of contact  Communication required comprises:   * Provision and receipt of highly complex and highly sensitive (commercial and staff related) information. * Negotiation of complex contracts and commercial agreements * Discussion of complex contractual issues * Negotiation with and persuasion of customers to gain agreement and/or co-operation * Motivation and training of team members * Motivation and training of customers in procurement procedure and regulation * Influencing and persuasion where there are barriers to understanding - where barrier consists of failure to or unwillingness to understand.   Communication to ensure understanding of statutory regulation requiring compliance to non-procurement people | |
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| **KEY WORKING RELATIONSHIPS**  The Group Head of Procurement will communicate with the Deputy Directors of Finance and the wider Executive Teams and Board as appropriate.  They will communicate with all customers, from health care assistants to senior managers (clinical and non-clinical) to promote the procurement function and provide specialist advice and expertise as necessary.  There is also a need to liaise with expert bodies within the trust to ensure that purchases are appropriate such as Manual Handling, infection prevention, tissue viability and IT, in order to meet the needs of the customer.  There is a requirement to liaise with other senior managers and directors within fellow Trusts, and buyers from the 3rd Party Procurement Organisations as required in order to meet customer needs, and value for money objectives.  The success of this role cannot be achieved unless there is a high level of communication with suppliers to the trust otherwise known as external suppliers including, but not exclusive to, NHS Supply Chain or other NHS organisations, often at a very high level. | |
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| **ENVIRONMENTAL FACTORS**  **Physical Effort**  There is some requirement to exert physical effort. There is a combination of sitting, standing and walking, with the requirement to work using VDU equipment for significant periods of time; a requirement to travel to and from meetings and training sessions in a variety of locations, and also to national forums that could be anywhere across the UK.  **Mental Effort**  There is a frequent requirement for prolonged concentration, and frequent requirement for periods of concentration, for example analysis of data, reports and tenders, preparation and compilation of contract documents and reports, analysis of contract terms, evaluation and analysis of financial information, facilitating and leading formal evaluation and presentation to project group meetings. Work pattern can often be unpredictable.  **Emotional Effort**  There may be frequent and routine exposure to distressing or emotional circumstances, in connection with the tendering process, for example, the elimination of tenderers from tender stages, and the debriefing unsuccessful tenderers; also the management of staff relating to disciplinary and grievance matters, and counselling of staff.  **Working Conditions**  Normal Office Conditions, regular VDU usage, driving.  The job description is not exhaustive and will be reviewed in the light of changing needs and  organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. | |
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| ADDITIONAL INFORMATION The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract. MOBILITY The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.  **POLICIES AND PROCEDURES**  All staff should comply with the Trust’s policies and procedures. It is the employee’s responsibility to ensure that they are aware of the relevant policies and procedures for their area of work. Key policies and procedures will be explained as part of local induction arrangements  **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of safeguarding children and adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation.  **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental Capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.  **MAKING EVERY CONTACT COUNT**  All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information.  **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation.   Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare.  These duties apply to all staff whenever and wherever they are engaged on Trust business.  **DATA PROTECTION**  In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.  Personal Data must be:   * Processed fairly and lawfully * Processed for specified purposes * Adequate, relevant and not excessive * Accurate and kept up-to-date * Not kept for longer than necessary * Processed in accordance with the rights of data subjects * Protected by appropriate security * Not transferred outside the EEA without adequate protection   **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.  **EQUALITY AND DIVERSITY**  We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.  **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.  **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.  **SMOKING AT WORK**  The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform.   **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. | |

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| **Person Specification Selection Criteria**: | **3. Essential/ Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria**  **at all stages indicated** | | | |
| **Applic- ation**  **form** | **Inter- view** | **Test** | **Prese- ntation** |
| **Demonstrates a commitment to the Trust’s Values**   * 1. Compassion   2. Trust   3. Respect   4. Integrity | 3  3  3  3 |  | X X X X |  | X X X X |
| **Qualifications (equivalent**  **qualifications will be**  **considered where their**  **equivalency can be**  **demonstrated)**  **2.1** Degree or relevant  experience.  **2.2** Highly developed specialist  knowledge, underpinned by  theory and experience.  **2.3** Qualified to full level of the  Chartered Institute of Purchasing  and Supply (MCIPS), or NVQ  level 7 (NVQ 5 before 2010), or  MBA or equivalent;  **2.4** Demonstrate evidence of  continuing professional  development in commercial or  procurement areas. | 3  3  3  3 | X  X  X  X |  |  |  |
| **Experience (both work and ‘life’ related)**  **3.1** Significant relevant experience of working within a complex, multisite, procurement environment.  **3.2** Experience of managing complex projects within defined timescales.  **3.3** Experience in managing the tender process from initiation to implementation of contract award.  **3.4** Experience in on-going  contract management. | 3  3  3  3 | X  X  X  X | X  X  X  X |  | X  X  X  X |

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| **Person Specification Selection Criteria**: | **3. Essential/ Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
| **Applic- ation form** | **Intervi- ew** | **Test** | **Prese- ntation** |
| **3.5** Experience of using and  applying corporate governance in  relation to public sector  procurement.  **3.6** Experience of evaluating and  analysing complex data.  **3.7** Experience of producing and  introducing policies and  procedures across departments  and organisations.  **3.8** Experience in providing  advice and expertise in  procurement matters.  **3.9** Experience in leading change  and developing the service to be  the leading non-acute  procurement team nationally.  **3.10** Achievement of targets and  Key Performance Indicators  (KPIs). | 3  3  3  3  3  3 | X | X  X  X  X  X |  | X |
| **Knowledge and Skills**  **4.1** Highly developed specialist knowledge and expertise in procurement and supply chain strategy and procedures, EU procurement and NHS procurement policies.  **4.2** Expert knowledge of contract and commercial law.  **4.3** Expert knowledge and in- depth understanding of the application of corporate governance.  **4.4** Ability to produce, implement,  develop and maintain new  strategies, policies and  procedures into the strategic  sourcing team / customer Trusts  or organisations. | 3  3  3  3 |  | X  X  X  X |  | X |

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| **Person Specification Selection Criteria**: | **3. Essential/ Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
| **Appli- cation form** | **Intervi- ew** | **Test** | **Prese- ntation** |
| **4.5** Ability to plan and organise  highly complex, high value  procurement and contracting  projects.  **4.6** Strong IM&T skills  incorporating the knowledge and  application of software packages  in the procurement environment  Staff management, including  recruitment and selection of staff,  PDP appraisal and workload  Monitoring.  **4.7** Ability to plan and prioritise  multi-customer work programmes  Able to plan, co-ordinate and  prioritise own workload and that  of the team to achieve deadlines  and performance criteria.  **4.8** Budget management.  **4.9** Excellent communicator at all  levels with stakeholders with  differing levels of understanding  of procurement.  **4.10** Strong negotiating skills.  **4.11** Strong influencing skills,  able to act assertively and bring  about change.  **4.12** Receive and provide highly  complex sensitive information  both written and verbally.  **4.13** Good at building relationships and able to influence and persuade using the most appropriate approach for circumstance.  **4.14** Ability to communicate regulations, governance, etc to non-procurement people. | 3  3  3  3  3  3  3  3  3  3 |  | X  X  X  X  X  X  X  X  X  X |  | X  X  X  X  X  X  X  X  X |

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| **Person Specification Selection Criteria**: | **3. Essential/ Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
| **Appli- cation form** | **Intervi- ew** | **Test** | **Prese- ntation** |
| **Personal Attributes**  **5.1** Strong leadership skills.  **5.2** Strong project management  Skills.  **5.3** Able to think and act  Strategically.  **5.4** Forward thinking, results  orientated and assertive.  **5.5** Good people management  Skills.  **5.6** Good motivator, and have a  positive attitude towards change  and development.  **5.7** Flexible approach to working  Hours.  **5.8** Able to cope with frequent  and routine exposure to  distressing or emotional  circumstances. | 3  3  3  3  3  3  3  3 | X | X  X  X  X  X  X  X  X |  | X  X  X  X  X |
| **Standard Requirements**  Commitment to equality and valuing diversity principles.  Understanding of confidentiality and data protection.  Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides). | 3  3  3 | X  X  X | X  X  X |  |  |
| **Mobility**  Access to your own transport or a suitable alternative is required for this role. Dependence on public transport is not suitable for this role. |  |  | You must demonstrate how you would meet the stated mobility requirement on your application form | | |