

Job description

Role title	Category Analyst (CMS)
Reporting to	CMS Head of Procurement and Infrastructure
Role duration	Permanent

Purpose of the role

Responsibilities

Working in partnership with our clients we aim to set the standard for operational excellence undertaken at these medical facilities.

Your role will include tasks and projects to analyse, cleanse and present data in appropriate formats, review cost/price comparisons and prepare reports & data for clients and business needs.

- Work within and support company IT systems including inventory, procurement, consumption, quotations & contracts or other general business data as required.
- Your work can support:
 - new service site implementations
 - contract renewals
 - support service delivery
 - business as usual
- Gather, collate and analyse internal and external data producing reports and graphs, providing analysis and interpretation to support the team.
- Data analysis, data cleanse, data comparisons, which may include product catalogue information, budget or spend reports, collating Vendor/Client/Company information.

The person:

- Strong Excel: confident use of formula, functions, pivot tables & charts
- Attention to detail
- Strong data entry skills
- Excellent stakeholder, customer & vendor relationship skills
- Excellent communication skills (oral and written) with ability to explain issues and remedies



- Good overall organisation skills and delivering to deadlines

The role will require excellent analytical, influencing, negotiation and project management skills, in addition to your ability to influence incremental value through existing supplies and processes.

Performance of any other service-related duties, appropriate to the delivery of Althea's suite of services for our clients.

Capability profile

Qualifications	Essential	Desirable
Post-graduate vocational qualification or working towards		✓

Skills and Experience	Essential	Desirable
Competency in MS Office incl. Excel	✓	
Trouble shooting to rectify challenges	✓	
Can quickly build up positive rapport with fellow work colleagues, customers and suppliers	✓	
Make quick and accurate decisions	✓	
Understand database management systems and electronic order processing		✓

Languages	Essential	Desirable
English	✓	

Mobility requirements

Role location	Theale, Berkshire
UK travel	Possible limited travel to support project tasks
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.

ALTHEA IS AN EQUAL OPPORTUNITIES EMPLOYER AND POSITIVELY ENCOURAGES APPLICATIONS FROM SUITABLY QUALIFIED AND ELIGIBLE CANDIDATES REGARDLESS OF SEX, RACE, DISABILITY, AGE, SEXUAL ORIENTATION, GENDER REASSIGNMENT, RELIGION OR BELIEF, MARITAL STATUS, OR PREGNANCY AND MATERNITY.