

### Probity Specialist

Reports to                      Head of Enterprise Risk  
Band                              Band 5, HPV Enterprise Agreement 2018

#### Position Summary

This role is responsible for driving a program of work enabling HealthShare Victoria (HSV) to fulfil its legislative functions under the *Health Services Act 1988* (Vic) (“the Act”) to:

- In facilitating access to the supply of goods and services develop, implement and review policies and procedures to promote best value procurement and probity;
- Oversee that appropriate probity processes and controls are maintained in the purchasing, tendering and contracting activities of public hospitals.

Role Accountabilities:

- Manage the Probity Risk Matrix for all procurement activities to ascertain risk rating and conduct or coordinate probity audits as required.
- Liaise with internal staff for the management and completion of probity audits in accordance with the PRO400.3: Probity Procedure.
- Provide probity leadership and implement education and training initiatives to improve awareness of probity by mandated health services.
- Provide advice and guidance to stakeholders regarding probity policies, audit/compliance requirements and the management of probity issues for health services.
- Build capability and capacity of HSV staff to educate and support health services with HSV’s and broader probity requirements.
- Complete ongoing reporting to the HSV Executive Leadership Team (ELT), Finance Audit and Risk Management Committee (FARMC) and Board on the outcomes of HSV’s probity functions/assessments.

#### Specific Duties and Responsibilities

##### Management of HSV Probity Audit Function

- Manage the Probity Risk Matrix (PRM) including relevant policies and procedures. Support the implementation of the PRM for all procurement activities to ascertain risk rating and conduct or coordinate probity audits as required.
- Undertake supplier credit risk assessments (via Corporate Scorecard) providing a financial opinion of supplier concern/risk to support procurement ITS recommendations.
- Provide probity leadership and implement education initiatives to improve awareness of probity, including processes that assess and form part of tender documentation, set criteria and standards or principles to ensure policies and rules have been adhered to by the procurement team/s.
- Provide leadership, guidance and support to internal stakeholders with a specific focus on finance and procurement teams to manage and complete probity audits. The role supports HSV probity oversight

and includes facilitating monthly meetings, regular communications, and probity workshops to educate and train internal and external stakeholders.

- Manage all probity audit outcomes including reporting and escalation to the Head of Enterprise Risk.
- Ensure appropriate procurement governance processes, document flows and decision making are in line with compliance to demonstrate record-keeping and the documentation of probity matters are maintained through internal systems, such as Salesforce.
- Implement and update probity audit policies as required to maintain good record keeping, demonstrate equity in decision making, audit trails and independent checks and approvals that can identify probity issues.
- Undertake an independent review and gather evidence from procurement documents, processes and actions to form an objective opinion about the conduct of the procurement. Report findings where appropriate to the project control board or senior management.
- Communicate any probity issues in a timely manner to appropriate levels of management, including any systemic areas for improvement.

## **Probity Leadership and Education**

- Develop and oversee an effective probity training education program for health service procurement staff to educate on the importance of probity.

## **Management**

- Contribute to the Finance, Risk and Governance directorate and broader HSV team through participation in formal meetings and other activities as required.
- Perform senior management responsibilities as required.
- Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- Support and develop open and transparent lines of communication with Executive Directors, Directors and Senior Managers including participating in meetings at the individual and divisional levels, email communication and other regular interpersonal communication.
- Identify and make recommendations on opportunities for HSV to improve processes, workplace health and safety, and quality and service delivery outcomes.
- Assist People and Culture to recruit, interview, select, and hire new employees related to the position and oversee new employee on-boarding, induction and development planning where required.
- Undertake other tasks or responsibilities as agreed with the Head of Enterprise Risk from time-to-time.

## **Leadership**

- Support the development of a vision for the Finance, Risk and Governance directorate setting clear strategic direction for employees, enhancing their leadership capacity and capability, and delivering strong management support and advice.
- Foster a workplace culture that is consistent with overall culture of HSV emphasising the values of HSV.
- Maintain strong lines of communication, both formal and informal, with key stakeholders to ensure the smooth operation of the organisation.

- Support with organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.
- While the principal duties of this position are as above, the post holder may be required to undertake other duties from time-to-time.

## **HSV Values and Cross Functional Collaboration**

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations (internal and external) and develop and apply appropriate engagement and consultation strategies.
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HSV values.

## **Data Security**

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.



## Qualifications and Experience Required

### Academic

- Qualification in business, commerce, compliance or law.
- Certification in procurement or audit (preferred).

### Experience

- Experience in health, government and/or procurement desirable.
- Proven experience in a probity, audit, compliance or regulatory role.
- Experience in a leadership or management role.
- Experience in managing a probity function.
- Experience drafting policies, procedures, and developing and implementing new processes and systems.
- Proven experience in analysing audit outcomes/results and creating high quality management reports targeted to meet the recipients needs including Board and Executives.
- Knowledge of public sector management processes.

### Personal

- Strong communication skills and the ability to work closely with other team members and to engage stakeholders, both internal and external.
- Excellent time management skills, flexibility and an ability to work well under pressure.
- Ability to take direction and work unsupervised and with initiative to proactively identify improvements and implement.
- Outstanding written and presentation skills.
- Excellent attention to detail.
- Ability to manage multiple projects against clear quality and timing targets.
- Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- A drive for excellence and professionalism.
- Able to uphold ethical standards and values, and to act with integrity and confidentiality.