

Reports to	Head Strategic Sourcing
Band classification	Band 4, HealthShare Victoria Enterprise Agreement 2023
Date approved	March 2024

1. HealthShare Victoria

HSV was established on 1 January 2021 as a commercially oriented independent provider of supply chain, procurement and corporate shared services to Victoria's public health sector.

HSV's purpose is to partner with Victoria's public health services and suppliers to support better value for the public health sector and better outcomes for their patients.

Our focus is on the end-to-end supply chain needs of health services, including operating the State Supply Chain, to ensure Victoria's public health services have access to goods that may be in higher demand or difficult to access. Under the Health Services Act 1988 (Vic), we administer compliance-related functions, and work with health services to assist them in meeting compliance and probity obligations.

As a customer-focused service organisation, we concentrate on providing services that our public health service customers can rely on, and our work supports our health service customers in delivering safe, high-quality and sustainable healthcare for all Victorians.

2. Position summary

2.1 The key objective of this role is to develop, lead and execute category plans and sourcing strategies for designated categories in accordance with HSV and broader CGPD policy framework.

- a. Deliver within the sub-stream the defined operational initiatives for the year as agreed in annual goal setting
- b. Development and implementation of procurement activities, ensuring sourcing of products and services as well as contract management responsibilities are undertaken
- c. Assist the Senior Category Manager and Head of Sourcing with the implementation of the Category Management Framework including strategic sourcing and supplier relationship management to deliver supply chain excellence within the applicable sourcing sub stream
- d. Apply their understanding of the characteristics of the market and the supply chain from which goods and services are procured
- e. Proactively identify and manage contractual issues with suppliers and other stakeholders and prepare analysis and advice for decision-making
- f. Develop and use financial data and analytics to understand cost drivers
- g. Identify and manage potential risks within their category. In conjunction with stakeholders define a supplier performance and relationship management framework that leads to value delivery throughout the contract cycle, with a focus on continuous improvement aligned to customer's needs
- h. Promote and maintain productive and collaborative relationships and partnerships with internal and external stakeholders across the category.

3. Specific duties and accountabilities

3.1 Procurement

- a. Review and analyse appropriate stakeholder and/or supplier sales data and liaise with key stakeholders to develop a detailed understanding of the size of a particular ITS (Invitation to Supply) opportunity and how it fits with HSV's targets.
- b. Create an engagement and communication plan identifying key stakeholders for the sourcing project in line with key pre-defined processes, including site visits.
- c. Update Category Management Plans in line with pre-defined documentation.
- d. Define analytical support requirements with key stakeholders and internal expertise.
- e. Identify, understand and analyse the market in terms of cost drivers, trends, global pricing impacts and reasons for these and incorporate into negotiation strategies
- f. Understand and report on issues and opportunities relating to the market in which the ITS will occur and make recommendations, in consultation with HSV management
- g. Assist senior team members in the development of Procurement Strategies and present strategy at Reference Group meetings where required
- h. Manage the end-to-end ITS process including development of the ITS evaluation plan, ITS specifications and evaluation weighting criteria.

- i. Ensure probity is maintained and risk mitigated in all sourcing activities and alert HSV management to any issues or concerns.
- j. Develop and implement a negotiation plan in line with defined documentation requirements.
- k. Manage all stages in the contract management lifecycle from implementation to ongoing contract management.
- l. Liaise with customers regarding ongoing contract performance.
- m. Manage all areas of supplier performance and ensure suppliers meet all contractual obligations.
- n. Ensure compliance with the HSV risk and governance framework including policies and procedures.

3.2 General Activities

- a. Work closely with Senior Supply Chain Strategy Manager and Head Strategic Sourcing in all areas of the procurement process.
- b. Contribute to HSV's Risk Management Framework and Reporting.
- c. Contribute to the continuous improvement of HSV operations both formally through participation in work groups and projects and informally through discussion and idea-sharing.
- d. Undertake research and prepare briefings and submissions as required.
- e. Ensure that activities related to the role comply with all relevant internal policies, procedures, processes, and legislation including ethical standards.
- f. Participate in validation/strategy reviews, including preparation of validation/strategy recommendations, for ITS progression.
- g. Develop a lessons learnt register for future sourcing references.
- h. Create and maintain templates and tools to assist the Procurement division operate efficiently and effectively.

3.3 Leadership

- a. Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- b. Maintain strong lines of communication with key HSV stakeholders to ensure the smooth operation of the organisation.
- c. Support organisational change and growth to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.

3.4 BeSafe

- a. Support the implementation of the BeSafe strategy to improve safety culture and outcomes across the business.
- b. Maintain an active participation in all aspects of supply chain safety, compliance, regulation, and innovation to ensure HSV is kept informed of new and emerging risks and risk control solutions and prepared and proactive with regards to incident, injury, and hazard mitigation.
- c. Support the development of risk assessments and management of safety across HSV
- d. Help coordinate BeSafe activities, forums, and training to help create a robust safety culture at HSV.
- e. Actively engage with team members to communicate, educate, and facilitate awareness of risks and to mitigate adverse incidents and achieve positive safety outcomes.
- f. Promote Health and Wellbeing Committee (HAWC) initiatives across portfolio.
- g. Take reasonable care for your own safety and act in a safe manner to reduce risk to others.
- h. Work in accordance and cooperate with HSV BeSafe policies, procedures, and safe work practices. Attend any BeSafe activities, forums, and training to help create a robust safety culture at HSV.
- i. Report hazards, incidents, and injuries in a timely manner, and alert your manager or OHS/BeSafe committee member to any unsafe practice. Take part in actions to eliminate hazards.
- j. Take affirmative action to ensure your own safety such as wearing the required personal protective equipment, follow organisation COVID procedures, adhere to cleanliness requirements and take part in any required attestations.
- k. Seek information and advice, when necessary, when carrying out any new or unfamiliar work. Do not undertake work outside your skill set, knowledge, or licence.

3.5 HSV values and cross functional collaboration

- a. Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.

- b. Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- c. 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.
- d. Develop skill levels of team members to ensure that functional requirements of Finance Systems can be met internally within the Finance Systems team and to ensure absences/employee departures can be appropriately covered.
- e. 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.
- f. Uphold HSV values:
 - i. Customer-centric; We work with our customer and put them at the centre of our decision making.
 - ii. Solutions-focused; We work together to find the best operational and commercial outcomes.
 - iii. Accountable; We do what we say we will do
 - iv. Respectful; We treat people the way we would like to be treated and work together in a safe, kind and honest way.
 - v. Open; We welcome new ideas and change as we continue to learn and grow.

3.6 Data security

- a. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to the Head of Financial Planning and Analysis or the IT Service Management team.

3.7 Other duties

- a. While the principal duties of this position are as above, the Category Manager may be required to undertake other duties from time to time.

4. Qualifications and Experience Required

4.1 Academic

- a. Relevant tertiary qualifications, preferably encompassing procurement, supply chain, commerce or business administration, or three years Category Management experience.
- b. Postgraduate qualification (desirable).
- c. Knowledge of the health sector (desirable)

4.2 Experience

- a. Sound knowledge and proven experience in commercial procurement practices including category management and strategic sourcing with a demonstrable awareness of commercial law.
- b. Relevant experience in supplier relationship management.

4.3 Personal

- a. Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy, tact and discretion and to engage internal and external stakeholders at all levels with respect and confidence. This includes excellent communication and presentation skills and experience presenting to large groups.
- b. Ability to work as a member of a team and collaborate effectively with internal and external stakeholders, as well as the ability to work in a self-directed manner, take initiative, and work independently when required.
- c. Strong analytical and problem-solving skills including the ability to identify issues and develop solutions
- d. Outstanding organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and to work in an independent, flexible manner where required
- e. Focuses on understanding motivation of others, acknowledging emotions of others, and actively listening to clarify and defuse conflict situations and provide solutions
- f. Enthusiasm, energy, inquisitiveness, initiative and innovative thinking
- g. A high level of personal integrity

4.4 Location(s) for Work

- a. Primary:
 - i. 11/50 Lonsdale Street, Melbourne VIC 3000
- b. Secondary:
 - i. Distribution Centre, Foxley Court, Derrimut, Victoria.
 - ii. Distribution Centre, Ordish Road, Dandenong South, Victoria

- c. As relevant the role may be required to “work from home” from time to time.