

## Category Manager, Victorian Pharmaceutical Reserve

Reports to      Senior Category Manager

Band Level      Band 4, Enterprise Agreement 2018

### Position Summary

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 VGPB policy framework.

The Category Manager will:

- Manage the Victorian Pharmaceutical Reserve to reduce the risk of health services experiencing medicine shortages.
- Deliver within the sub-stream the defined operational initiatives for the year as agreed in annual goal setting.
- Develop and implement procurement activities to ensure the sourcing of products and services and resultant contract management are undertaken.
- 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.
- Apply their understanding of the characteristics of the market and the supply chain from which goods and services are procured.
- Proactively identify and manage contractual issues with suppliers and other stakeholders and prepare analysis and advice for decision-making.
- Develop and use financial data and analytics to understand cost drivers.
- 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.
- Promote and maintain productive and collaborative relationships and partnerships with internal and external stakeholders across the category.

### Specific Duties and Responsibilities

#### Procurement

- Review and analyse appropriate stakeholder and/or supplier sales data and liaise with key stakeholders to develop a detailed understanding of forecast risks and mitigation plans.
- Create an engagement and communication plan identifying key stakeholders for the sourcing project in line with key pre-defined processes, including site visits.
- Identify, understand and analyse the market in terms of cost drivers, trends, global pricing impacts and reasons for these and incorporate into negotiation strategies.

- Assist senior team members in the development of Procurement Strategies and present strategy at Reference Groups and Procurement Committee (PC) meetings where required.
- Manage the end-to-end ITS process including development of the ITS evaluation plan, ITS specifications and evaluation weighting criteria.
- Develop and implement a negotiation plan in line with defined documentation requirements.
- Manage all stages in the contract management lifecycle from implementation to ongoing contract management.
- Oversee the management of the Victorian Pharmaceutical Reserve including re-stocking decisions and administration, responding to any queries, resolving purchase order discrepancies and monthly expiry date management.
- Fulfil all reporting and documentation requirements related to the management of the Victorian Pharmaceutical Reserve.
- Manage all areas of supplier performance and ensure suppliers meet all contractual obligations.
- Ensure probity is maintained and risk mitigated in all sourcing activities and alert HSV management to any issues or concerns.
- Ensure compliance with the HSV risk and governance framework including policies and procedures.

## **General Activities**

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

## **Leadership**

- Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- Maintain strong lines of communication, both formal and informal, with SLT, ELT and key HSV stakeholders to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Corporate Strategy.

## HSV Values and Cross Functional Collaboration

- 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.
- 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:
  - We are customer-focused; we focus on customer and patient outcomes
  - We keep it simple; we strive for efficient and effective ways to achieve our goals
  - We are collaborative; we work as a team toward common goals
  - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results
  - We inspire confidence; we do the right thing. We are open, honest and trustworthy

## Data Security

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

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

## Qualifications and Experience Required

### Academic

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

### Experience

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

## Personal

- 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.
- 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.
- Strong analytical and problem solving skills including the ability to identify issues and develop solutions.
- 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.
- Focuses on understanding motivations of others, acknowledging emotions of others, and actively listening to clarify and defuse conflict situations and provide solutions.
- Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- A high level of personal integrity.

