

Modern Slavery Risk Manager

Reports to Head Policy, Compliance and Risk
Band Band 5, Health Purchasing Victoria Enterprise Agreement 2018

Position Summary

The Modern Slavery Risk Manager is responsible for assisting Health Purchasing Victoria (HPV) to fulfill its role with supporting public health services with their requirements under the *Modern Slavery Act 2018* (Cth) (the MSA).

HPV's responsibilities include:

- Providing leadership and guidance to reporting public health services on reducing modern slavery risk in health service supply chains, pursuant to HPV's advisory and consultancy function under the *Health Services Act 1988* (Vic).
- Assessing and addressing modern slavery risk in health service supply chains overseen by HPV (i.e. HPV collective agreements), with a view to assisting mandated health services in preparing their annual Modern Slavery Statement.

HPV upholds the Australian Government's position on modern slavery. There is no place for modern slavery in the Australian community or in the global supply chains of Australian goods and services. HPV recognises its significant role in health service supply chains and the benefit of its actions for the broader sector.

Reporting to and working closely with the Head of Policy Compliance and Risk, this role will also work with various business functions to support fulfillment of HPV's responsibilities.

The Modern Slavery Risk Manager will require excellent stakeholder management skills to develop and maintain strong, productive and professional working relationships.

Specific Duties and Responsibilities

Modern Slavery Project Implementation

- Maintain a project implementation plan, incorporating change management methodologies to support health service submission of an annual Modern Slavery Statement to the Minister of Home Affairs.
- Support the implementation of change management processes in HPV's procurement function, enabling HPV to assess and address modern slavery risk on an ongoing basis.
- Maintain and leverage modern slavery risk management software to inform future program activities.
- Implement a continuous improvement methodology for the modern slavery program, including internal improvement and Victorian health sector support.
- Provide advice and training to HPV employees on modern slavery risk, including changes to HPV procurement processes.
- Provide advice, training and develop tools and templates to enable suppliers and health services to better identify and assess MSA compliance risks during procurement activities and ongoing supplier compliance.
- Ensure ongoing compliance by developing a supplier audit strategy and protocols, including establishment of supplier notification of country changes (both for supply of raw material and place of manufacture).
- Establish and maintain a grievance and remediation process.

POSITION DESCRIPTION

Supplier Relationship Management (SRM) and Supply Chain Management

- Proactively work with suppliers to address the risks of modern slavery in supply chain management to assist them in meeting health service needs, contractual obligations and overall legislative compliance within the HPV SRM framework.
- Establish and facilitate engagement processes with non-HPV awarded suppliers to support reporting health service' fulfillment of the MSA requirements.

Data Management

- Work with Head Sourcing Operations and Data and Systems division to develop and implement supplier reporting on modern slavery metrics, ensuring integration with HPV systems (e.g. Bravo).

Stakeholder Engagement and Communications

- Engage with reporting health services to raise awareness and implement the MSA reporting requirements within their own procurement activities.
- Provide subject matter expert advice to reporting health services on modern slavery risk and addressing the MSA requirements.
- Facilitate the Community of Learning forums with reporting health services, which seek to foster sector collaboration on modern slavery risk and the MSA requirements.
- Develop tools and guidance material for reporting health services as required,
- Work closely with HPV's Customer Relationship Managers to ensure they have sufficient knowledge on the requirements of the MSA to assist and deliver consistent messaging to reporting health services.
- Form strategic alliance/s with Department of Health and Human Services, Modern Slavery Business Engagement Unit in the Australian Border Force and other peak procurement bodies to support the implementation of the MSA in the health sector.
- Represent HPV at relevant advisory committee meetings and other appropriate forums to strengthen relationships and improve mutual understanding of the MSA.
- Provide written reports and develop case studies as required on modern slavery, including achievement towards agreed operational KPIs, timelines, departmental requests-for-information, and Board and committee papers.

Management

- Contribute to the Finance, Risk and Governance division and broader HPV team through participation in formal meetings and other activities 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 the Executive Leadership Team (ELT) and senior leaders including participating in individual and divisional meetings, and by email and other regular interpersonal communication.
- Identify and make recommendations on opportunities for HPV to improve processes, workplace health and safety, 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
- Deputise for the Head Policy, Compliance and Risk and or any other Senior Manager if and when called upon to do so

POSITION DESCRIPTION

Leadership

- Support the development of a vision for the Finance, Risk and Governance division 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 HPV emphasising the values of HPV.
- Maintain strong lines of communication, both formal and informal, with senior leaders, ELT and key HPV stakeholders to ensure the smooth operation of the organisation.
- Support with organisational change and growth as requested to assist HPV in fulfilling its legislative functions in line with its Strategic Plan.

HPV Values and Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HPV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HPV's values.
- Represent HPV 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 HPV 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 HPV 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 Modern Slavery Risk Manager may be required to undertake other duties from time to time.

POSITION DESCRIPTION

Qualifications and Experience Required

- Academic**
- Appropriate Tertiary Qualification in Business/Procurement, and/or significant experience in Business/Supply Chain/Procurement, or Regulatory Compliance and Risk Management.
- Experience**
- Strong experience in procurement/project management with an in-depth understanding of supplier risk analysis and supply chain mapping.
 - Strong knowledge/understanding of modern slavery and application and interpretation of legislation.
 - Experience in risk management within a consultancy, compliance function or a regulatory body.
 - Experience in managing projects ensuring change management practices are implemented.
 - Understanding and knowledge of business procurement processes.
 - Experience in facilitation of training to internal and external stakeholders.
 - Presentation skills and strong experience in stakeholder engagement.
- Personal**
- Excellent interpersonal and relationship building skills including an ability to influence others with diplomacy, tact and discretion.
 - The ability to instigate and drive new initiatives and be able to motivate others.
 - Demonstrated understanding of supply chain practices within the healthcare sector and desire to maintain up-to-date knowledge in this area.
 - Influencing skills to drive participation, co-operation, compliance and engagement.
 - Strong analytical thinking and problem-solving skills.
 - Attention to detail, whilst ensuring maintenance of a strategic view.
 - Action oriented approach to work.
 - Strong computer skills including Microsoft Office suite of products and Internet research.
 - Well-developed presentation skills.
 - Ability to implement change in a complex environment.
 - Ability to co-ordinate multiple projects and prioritise large volumes of work to meet organisational timelines.
 - Current Australian Driver's Licence with the ability to travel to metropolitan and rural locations.