

Project Director – Procurement

Reports to:	Executive Director Transformation and Executive Director Supply Chain (joint reporting)
Direct Reports:	Predominantly indirect reports. Likely: <ul style="list-style-type: none"> • Senior Business Analysts as relevant to specific program activities • Change Leads and Change Specialists as relevant to specific program activities • External Resources • Internal subject matter experts
Band Level	Band 6, HPV Enterprise Agreement 2018

Position Summary

The Project Director is responsible for overseeing the delivery of the transformation of HSV's Procurement business unit, bringing together multiple streams of transformation into an aligned program, delivering a holistic outcome for HealthShare Victoria.

Specific Duties and Responsibilities

Key Tasks

- Lead the definition and implementation of a program of work to transform HSV's Procurement, including redesigning operating models and org design, revising business mindsets, revising business activities and associated processes, implementing new enabling technologies and integrating these into relevant existing systems, and preparing both the Procurement business unit and relevant stakeholders (both within HSV and externally) to receive and embed the change.
- Oversee the development and management of work plans, key deliverables, resourcing, and budgets; constantly reviewing the program (and underlying projects), staffing, responsibilities, budget and schedule
- Anticipate and effectively manage issues and risks, maintaining key controls and ensuring delivery and delivery risks are consistent with HSV's risk appetite.
- Manage satisfaction of governance requirements to ensure appropriate oversight and support of / for the program of work; reporting on the status of the Program to relevant HSV Executives and related governance committees
- Work collaboratively across the HSV business and with external stakeholders to achieve the desired transformation outcome and in turn the broader aspirations of HSV.
- Lead and guide team members (both direct and indirect, inhouse and external) in a way that drives engagement, encourages high performance and continuous improvement, is aligned to HSV's values, and achieves the desired transformation outcome.
- Define team member roles and expectations, ensure timely feedback and manage individual performance.
- Work closely with the Executive Director Transformation, and other Transformation division staff to ensure coordination and alignment in approach (e.g. Communications, Customer Engagement, Strategy & Commercial), and the bringing to bear of relevant resources in a way that aligns with business expectations and good practice generally (re continuous improvement and change management).
- Actively manage vendor and contract management activities associated with vendors that are engaged as part of the transformation program (e.g. professional services / consultants)

- Ensure the resulting transformation meets business requirements.

Management

- Contribute to the HSV team through participation in formal meetings and other activities as required.
- Perform executive responsibilities as required.
- Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- Lead and develop open and transparent lines of communication with stakeholders across the organisation including via individual and divisional meetings, email and other regular interpersonal communication.
- Identify relevant opportunities and make recommendations for HSV to improve its processes, workplace health and safety, and quality and service delivery outcomes.
- Assist the Executive Director Transformation and the relevant business unit / Executive Director to recruit, interview, select, and hire new employees where relevant.
- Provide direct management support to employees on matters relating to their employment including but not limited to training, leave and complaints.
- Undertake other tasks or responsibilities as agreed

Leadership

- Lead, coach and mentor project team members fostering technical development and implementation.
- Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- Lead and support the development of the project team for the successful delivery of the program
- Maintain strong lines of communication, both formal and informal 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 Strategic Plan.

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 core values; Customer Centric; Accountable; Respectful; Solutions-focused and Open.

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 post holder may be required to undertake other duties from time to time.

Qualifications and Experience Required

Academic

Educated to degree level, with qualifications relevant to corporate and strategic project and change management

Experience and Personal Attributes

- Minimum 8 years experience in large scale (transformation) Program Management
- Effective stakeholder engagement at an Executive level
- Ability to build and maintain effective working relationships within both Program and Project teams and related business units teams
- Project Management training / certification
- Ability to manage all aspects of the program, including providing overall guidance and direction to the project and overseeing financial management activities
- Ability to negotiate and manage conflict.
- Strong leadership skills to ensure the project team is productive and cost effective
- Strong ability to manage individual and team performance.
- Ability to document and communicate the status of program against plans, taking corrective action as necessary
- Ability to identify, clarify, and resolve issues and risks, escalating them as needed
- Ability to think conceptually and drive practical solutions