

Senior Category Manager

Reports to	Head of Sourcing
Direct Reports	Category Manager, Category Officer, Subject Matter Experts
Band Level	Band 5, Enterprise Agreement 2018

Position Summary

For the relevant sub-stream the Senior Category Manager will:

- Manage the Confirmed Annual Sourcing Program.
- Define and deliver Category Management Plans aligned with the HSV Category Management Framework
- Provide management reporting for key deliverables, plans, programmes and KPI's as required.
- Contribute to ensuring that the procurement process drives market sustainability, value to customers and supply chain initiatives.
- Provide effective line management of Category Managers and Category Officers, leading and mentoring employees in both the sourcing stream and organisation wide.
- Where required, work in close collaboration with Subject Matter Experts to ensure all relevant technical aspects of category management are met.

Specific Duties and Responsibilities

Procurement

- Integrate the Category Management Plans into the overall Procurement Strategy, Annual Business Plan and organisational KPIs
- Drive the delivery of the HSV Strategic Plan and cascade goals into individual team member's KPIs.
- Identify opportunities and/or categories of benefit to the state and health services that should be considered for collective procurement
- Develop, review and deliver high quality sourcing proposals and outcome briefs for the Director Procurement and Value Delivery and Procurement Committee
- Develop and apply appropriate engagement strategies to create and maintain strong working relationships with key individuals and groups across stakeholder organisations.
- Represent HSV in appropriate industry and regional forums to strengthen relationships with the health services and suppliers and improve mutual understanding and alignment within the sector.
- Support the implementation of HSV Strategic Goals in conjunction with the Head of Sourcing and broader HSV team

Governance

- Ensure compliance with the HSV risk and governance framework including policies and procedures
- Develop risk mitigation strategies for all procurement activities
- Ensure probity compliance with all procurement activities.
- Support the activities of the FARMC including updates and reports as required.
- Manage external complaints and associated corrective actions and opportunities for continuous improvement.
- Support health services with education and guidance in complying with the procurement governance process.
- Support health services with their own collective procurement activities.
- Collaborate with Legal Counsel on matters pertaining to Contract Law when required

Reporting

- Provide management reporting as required
- Assist the Head of Sourcing with forward planning, including, but not limited to the annual calendar, CASP and timetable of reporting metrics

Management

- Contribute to the Procurement Division 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 Leadership Team (ELT) and Senior Leadership Team (SLT) members including participating in individual and divisional meetings, and by 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 to recruit, interview, select, and hire new employees where relevant and support new employee on-boarding, induction and development planning as required
- Provide direct management support to employees on matters relating to their employment including but not limited to training, leave and complaints
- Deputise for the Head of Sourcing if and when called upon to do so
- Contribute to the management of other sourcing streams where required
- Undertake other tasks or responsibilities as agreed with the Director Procurement or Head of Sourcing from time to time

Leadership

- Support development of a vision for the Procurement Division in line with the HSV Corporate Strategy which sets a clear strategic direction for employees, enhances their leadership capacity and capability, and enables them to deliver robust operational support and advice.
- 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 Senior 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.
 - Relevant tertiary qualification in Pharmacy (Pharmaceutical Stream - desirable)
 - 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.
 - Management experience with a Procurement delivery focus including high level management reporting.
 - Proven experience in driving cost and service improvements in a multi-site organisation.
 - Proven experience in supplier relationship management.
 - Previous experience in developing and implementing procurement strategies and policies within a complex environment.
 - Knowledge of governance requirements and risk management systems within a statutory authority.
 - Previous experience working with a management team.
- Personal**
- Willingness to develop a high level of specialist knowledge in relation to the key responsibilities of the position.
 - Financial and analytical skills including the ability to educate, guide and manage staff in the fundamentals of financial management and reporting.
 - 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 to complex business issues.
 - 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.
 - Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
 - Ability to maintain and respect confidentiality of the highest order and a high level of personal integrity.