

<b>Reports to</b>	Head of Sourcing – Operations
<b>Direct reports</b>	N/A
<b>Band classification</b>	Band Classification 5, HealthShare Victoria Enterprise Agreement 2023
<b>Date approved</b>	August 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

- a. This role is responsible for driving a program of work enabling HSV to fulfil its legislative functions under the Social Procurement Framework:
  - b. HSV's Procurement Division is responsible for managing and delivering collective procurement as listed in HSV's Procurement Activity Plan (PAP). As a public sector entity HSV is required to ensure it correctly applies policy requirements when conducting procurement activities on behalf of Victorian public health services.
  - c. The Social Procurement Manager (SPM) has the responsibility to establish through a one-year project, an operational framework to support the procurement team to correctly and consistently apply policy requirements when conducting procurement activities.
  - d. The SPM will provide direct support to the Head of Sourcing Operations and the broader HSV Procurement Division leadership team, to define requirements to develop and implement the framework into existing procurement operations in a sustainable way that also supports reporting requirements.
  - e. The SPM will manage implementation of the framework, ensuring HSV project and change management principles are applied.
  - f. The SPM will support category managers to ensure HSV's tenders and contracts include the required metrics and responsibilities, and support HSV's measurement of and reporting against, any policy objectives both within HSV and to Government.

## 3. Specific duties and accountabilities

### 3.1 Role/team description

- a. Support the Head of Sourcing Operations to develop an operational framework to ensure the procurement team can apply the required policies to procurement activities in a consistent manner, including but not limited to:
  - Local Jobs First
  - Victoria's Social Procurement Framework
  - Victorian Government Purchasing Board (VGPB) policies
  - HSV Purchasing Policies
  - HSV procurement policy and procedures
- b. Work with stakeholders including department contacts for associated policies, to confirm understanding of obligations, identify gaps and improvement opportunities in existing operations related to policy requirements to support the Procurement team's Procurement Activity Plan (PAP).
- c. Establish an implementation plan with requirements to implement the framework effectively and efficiently into existing procurement operations.
- d. Work with internal and external stakeholders to develop, implement or update the required procurement processes and system changes to ensure HSV procurement activities are correctly applying the required policies and support the organisation to report against associated policy metrics, including annual reporting requirements.

- e. Develop supporting collateral including, guidance, instructions, and procedures for the procurement team to support the framework including conducting training where required.
- f. Ensure that the framework can be managed and maintained to ensure the procurement team is correctly applying policy requirements when conducting procurement activities on an ongoing basis.

### **3.2 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:
- g. Customer-centric; We work with our customer and put them at the centre of our decision making.
- h. Solutions-focused; We work together to find the best operational and commercial outcomes.
- i. Accountable; We do what we say we will do.
- j. Respectful; We treat people the way we would like to be treated and work together in a safe, kind and honest way.
- k. 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.

**Other duties**

- a. While the principal duties of this position are as above, the SPM 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.
- b. Postgraduate qualification (preferred)
- c. Knowledge of the health sector (preferred)

**4.2 Experience**

- a. Sound knowledge and proven experience in implementing strong governance and reporting frameworks
- b. Relevant experience with government policy and compliance frameworks
- c. Experience drafting policies, procedures, and developing, improving and implementing new processes and systems. Demonstrated experience managing projects, preferably including business case development and change management
- d. Presentation skills and stakeholder engagement experience

**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 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, and meet deadlines
- e. Strong IT capability, preferably with experience of Jaggaer procurement platform (or similar)
- f. 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.