

## Strategy and Commercial Manager

Reports to        Head of Strategy & Commercial  
Direct Reports:   1 x Senior Analyst  
Band Level        Band 5, HPV Enterprise Agreement 2018

### Position Summary

Reporting to the Head of Strategy & Commercial, the Strategy & Commercial Manager will support the development and implementation of HealthShare Victoria's strategy. The focus of this role is to support the analysis and prioritisation of HSV objectives, the development of underlying Divisional strategies, and the completion and delivery of associated commercial analysis.

### Specific Duties and Responsibilities

#### Strategy & Commercial

- Coordinate the strategic planning process for HSV, including prepping Divisions for ELT presentations, and assisting Divisions in their development and presentation of associated documents.
- Manage strategic deep dives into areas of high priority.
- Develop and utilise analytical frameworks and tools to prioritise and define strategic objectives for HSV.
- Develop and maintain appropriate objectives, KPIs and targets to appropriately assess organisational progress against strategic and Division objectives.
- Work with cross-business partners and senior leaders to ensure successful development of Divisional strategies, alignment of strategies with the overarching HSV strategy, and execution of the HSV strategy.
- Ensure the necessary information to make informed planning decisions is being collected by HSV.
- Support the evaluation of strategic initiative alternatives for HSV and drive appropriate resource allocations.
- Develop necessary strategy collateral and review papers.
- Ensure communication of strategy and strategic initiatives through the business.

#### Management

- Contribute to the Transformation 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 stakeholders across the organisation 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 the Head of Strategy & Commercial 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.
- Undertake other tasks or responsibilities as agreed

## **Leadership**

- Support development of a vision for the 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 key stakeholders across HSV 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 post holder may be required to undertake other duties from time to time.

## Qualifications and Experience Required

### Academic

- Tertiary qualifications of relevance to the strategy and commercial considerations of a commercially focused organisation (e.g. commerce, finance, business, law)

### Experience

- Strong experience in strategy consulting (whether inhouse as part of a corporate, commercial or strategy team, or alternatively as part of a strategy consultancy) and commercial analysis, or analogous areas of focus (e.g. corporate development, market intelligence, corporate advisory (legal or financial)).
- Experience with revenue contract oriented (B2B) businesses; healthcare related advantageous but not required.
- High clarity of thought and ability to communicate complex ideas simply and succinctly.
- Strong interpersonal, collaboration and communication skills.
- Ability to think strategically, laterally and work autonomously.
- Detail oriented, data-driven and intellectually curious.
- Adaptability and flexibility to respond to deadlines and time critical tasks and respond effectively to variable work demands include willingness to work outside normal business hours when required.
- Experience managing a small team of analysts.

## Personal

- Outstanding written and oral communication and presentation skills.
- Excellent interpersonal skills, including an ability to influence others with diplomacy, tact and discretion.
- Ability to identify and analyse issues, develop solutions and initiate action.
- Ability to develop and maintain positive working relationships with people at all levels within and outside the organisation.
- Ability to maintain and respect confidentiality of the highest order.
- Ability to meet tight deadlines and work flexible hours to meet business requirements.
- Highly self-motivated and directed, with keen attention to detail.
- Able to prioritize and execute tasks to deliver maximum value.
- Experience working in a team-oriented, collaborative environment.
- Advanced skills in the Microsoft Office programs, as they pertain to the preparation of typical strategy and commercial outputs (e.g. bankable financial models, ASX50-level PPT reports, etc).

