

Supply Chain Surety Specialist

Reports to Supply Chain Surety Manager
Band Band 5, HPV Enterprise Agreement 2018

Position summary

The key objective of this role is to:

- Work closely with the Supply Chain Surety Manager to effect sustainable supply chain reform across the Victorian health care sector through supporting the establishment of a centralised supply chain surety framework at HSV with a purpose to anticipate/identify supply chains and products that are or may become vulnerable to disruption and are essential to the health of Victorians.
- Support the development of a road map to move from a position of risk establishing robust systems which will enable early identification of supply chain risks.
- Work with the Supply Chain Surety Manager to identify and develop recommendations for HSV to present to the Department of Health to enable fast and informed decisions, and where required support the management and execution of approved mitigation strategies until supply has returned to normal. Ensure ongoing cross agency involvement and full clinical participation throughout.

Specific Duties and Accountabilities

Supply Chain

- Support the project team to establish the reform through a phased build plan which will include: to research, design and implement an operating framework including the data architecture; to engage industry and state government and other agencies, and to operationalise the team.
- Build and maintain relationships internally and across a state-wide network of key parties with similar objectives, particularly with suppliers and health services.
- Collaborate with health services, industry bodies and advisory groups and other pertinent agencies to facilitate optimal outcomes and to provide longer term supply security to the Victorian health sector.
- Provide supply chain subject matter expertise to the Supply Surety function including the Director Supply Surety and to internal and external stakeholders as required.
- Collaborate with the supply chain intelligence data and analytics capability to identify and investigate potential and emerging state-wide or national supply risks taking into consideration international supply chains for critical items and develop plans to mitigate and manage the impact at a local level, engaging with relevant clinical advisory groups throughout.
- Develop supply chain risk mitigation plans and written recommendations and communicate effectively to internal and external stakeholders to enable timely decision making.
- Collaborate with HSV teams in particular the procurement function to enable long term sustainable solutions to be implemented.
- Provide project support to the Supply Surety function where the team is leading the management and mitigation of a supply risk or issue, including maintaining risk logs, action logs, preparing agendas and scheduling meetings.

- Provide reporting to appropriate internal and external stakeholders about trends and events that may cause disruptions in global supply chains and impact Victorian public health services and about supply chain issues being managed by the HSV surety function.
- Communicate with impact across the organisation, to state government, health services, advisory groups, suppliers and other agencies.
- Contribute to the development of the strategy for the Supply Chain Surety function and the HSV overall strategy and support realisation of organisational goals and priorities.

Leadership

- 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 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 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 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

- Academic**
- Relevant tertiary qualifications, preferably encompassing procurement, supply chain, commerce or business administration.
- Experience**
- Sound knowledge and proven experience in commercial procurement or supply chain practices, with a record of advancement and progression.
 - Exposure to Supply Chain Issue Management or the ability to acquire.
 - Relevant experience in supplier relationship management.
 - Experience in the health sector, in private and government desirable.
 - Project administration skills.
- Personal**
- 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.
 - 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.
 - Focuses on understanding motivations of others, acknowledging emotions of others, and actively listening to clarify and defuse conflict situations and provide solutions.
 - Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
 - A high level of personal integrity.