

<b>Role title</b>	Benefits Analyst
<b>Reports to</b>	Benefits Reporting Manager
<b>Direct reports</b>	Nil
<b>Band classification</b>	Band 4, HealthShare Victoria Enterprise Agreement 2023
<b>Date approved</b>	September 2024

## 1. HealthShare Victoria

1.1 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

2.1 This role plays a key part in demonstrating HSV's on-going value to the sector by calculating and reporting on procurement benefits. This includes:

- a. Preparation of monthly reporting
- b. Preparation of periodic and ad-hoc reporting
- c. Deep dive analysis on a range of benefit related topics
- d. Assist with the ongoing review of existing benefit principles, guidelines and methodologies
- e. Assist with the development of a detailed systems strategy and roadmap to transition to automated benefits reporting via Power BI.
- f. Assist with process enhancements to benefit systems
- g. Assist with education and training of stakeholders ensuring systems are used as designed.
- h. Support any other HSV projects as required to deliver on the business plan.

## 3. Specific duties and accountabilities

### 3.1 Reporting

- a. Prepare monthly Status to Target (STT) report, ensuring reported benefits and Value Under Contract (VUC) amounts are calculated in accordance with the benefits management framework and are submitted on time for inclusion in the monthly Procurement and Supply Chain Committee report.
- b. Prepare the monthly Future Health Taskforce (FHT) Benefits Report
- c. Prepare the biannual two-year Procurement Annual Plan (PAP) and five-year PAP benefits reports in conjunction with Procurement.
- d. Participate in the monthly benefits review process with Procurement Executive leadership
- e. Assist with overseeing the Benefits Reporting System including identifying areas of improvement.
- f. Generate health service annual benefits reports as required
- g. Assist with delivery of strategic benefits reporting objectives
- h. Respond to ad hoc requests for reports.

### 3.2 Governance

- a. Assist with periodic review of HSV Benefits Management Framework. Provide recommendations for revision.
- b. Assist with Periodic audit of Benefits Reporting System (BRS) to ensure alignment of benefits and VUC to proposal or outcome papers. Liaise with Procurement team to agree corrective actions.

### 3.3 Systems Process Design and Implementation

- a. Participate in and support necessary cross functional working groups for the purpose of process design and implementation of benefits reporting systems.
- b. Complete user acceptance testing (UAT) on new benefits systems as required
- c. Participate in the creation of benefits reporting methodologies, including the creation of new equations for benefits calculations.
- d. Assist with maintaining benefit system technical documentation in conjunction with IT.
- e. Assist with maintaining training syllabus for Realised Benefits system.

### 3.4 Confirming Realised Benefits

- a. Assist with the delivery of realised benefits reporting by stream and health service according to business requirements.
- b. Assist with ensuring sound processes are undertaken to review outputs of cleansed data activities and detailed stakeholder follow-up has taken place where contract pricing has not been applied.
- c. Assist with ensuring baseline is maintained and updated as required e.g. identification of corrections; external factors impact such as PBS movements.
- d. Assist with ensuring exception reporting for unmapped products is completed effectively and updates are provided to key stakeholders and Benefits Team. Ensure relevant stakeholders and IT team are made aware of all new functional equivalents.
- e. Oversee functionality and application of data into the benefits register.
- f. Assist with the analysis and review of projected vs real benefits and gaps. Ensure findings are conveyed to relevant stakeholders and ultimately, health services.

### 3.5 Continuous Improvement

- a. Work collaboratively with the IT and Procurement teams to improve and automate systems to aid in the identification and tracking of actual benefits.
- b. Drive strategies to identify and implement areas of improvement in the benefits reporting dashboard and collaborate with team members to action improvements.
- c. Educate and collaborate with Category Managers, Sourcing Analysts and other Procurement team members on creating benefits templates, system uploads and any areas of benefits reporting that directly impact and improve their roles.
- d. Improve presentation of data for business consumption.
- e. Design, implement and maintain business processes and user guides to support the functions of the role.

### 3.6 Personal Performance and Development

- a. Manage own time to ensure targets are achieved and negotiate to address conflicts in priorities.
- b. Participate in performance review processes.
- c. Identify and undertake relevant training and development.
- d. Demonstrate HSV values at all times.
- e. Identify and make recommendations on opportunities for HSV to improve processes, workplace health and safety, quality and service delivery outcomes.
- f. Involvement in special projects as required by management.

### 3.7 BeSafe

- a. Support the implementation of the BeSafe strategy to improve safety culture and outcomes across the business.
- b. Support the development of risk assessments and management of safety across HSV.
- c. Help coordinate BeSafe activities, forums, and training to help create a robust safety culture at HSV.
- d. Actively engage with team members to communicate, educate, and facilitate awareness of risks and to mitigate adverse incidents and achieve positive safety outcomes.
- e. Engage in Health and Wellbeing Committee (HAWC) initiatives.
- f. Take reasonable care for your own safety and act in a safe manner to reduce risk to others.

- g. 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.
- h. 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.
- i. 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.
- j. Seek information and advice, when necessary, when carrying out any new or unfamiliar work. Do not undertake work outside your skill set, knowledge, or license.

### **3.8 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.

### **3.9 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. 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.
- e. Uphold HSV values:
  - i. Customer-centric; We work with our customer and put them at the centre of our decision making.
  - ii. Solutions-focused; We work together to find the best operational and commercial outcomes.
  - iii. Accountable; We do what we say we will do.
  - iv. Respectful; We treat people the way we would like to be treated and work together in a safe, kind and honest way.
  - v. Open; We welcome new ideas and change as we continue to learn and grow.

### **3.10 Data security**

- a. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to your manager or the IT Service Management team.

### **3.11 Other duties**

- a. While the principal duties of this position are as above, you may be required to undertake other duties from time to time.

## **4. Qualifications and Experience Required**

### **4.1 Academic**

- a. Bachelor or Masters level qualification in one (or more) of Commerce, Supply Chain or STEM (Science Technology, Engineering, Maths)

### **4.2 Experience**

- a. One to two years' experience working an analytical role, preferably in a large organisation
- b. Intermediate to advanced experience in MS Excel.
- c. Experience with Power BI highly advantageous but not required
- d. Experience with data matching and data cleansing.
- e. Experience in procurement, finance, the health sector is advantageous but not required.
- f. Experience in creating reports tailored to recipients' needs.
- g. Proven ability to track data anomalies back to root cause.

**4.3 Personal**

- a. High level analytical and problem-solving skills.
- b. Willingness to think creatively and approach problems from new directions
- c. Willingness to challenge data and speak up if required
- d. Self-directed with strong organisation skills.
- e. Ability to manage multiple projects simultaneously to completion and meet tight deadlines.

**4.4 Location(s) for Work**

- a. Primary:
  - i. 50 Lonsdale Street, Melbourne Vic 3000; and
- 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.