

Position title	Commercial Analyst
Reports to	Commercial Manager
Band classification	Band 4, HSV Enterprise Agreement 2023
Date approved	November 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 The HSV's Commercial team is part of the Finance, Risk and Governance (FRG) division, ensuring HSV achieves financial sustainability through informed decision making. The team adopts a balanced approach to risk management and compliance while achieving optimal commercial outcomes that support internal and external.

2.2 The Commercial Analyst supports the Commercial Manager in the delivery of commercial support to Procurement and Logistics teams, and delivery against strategic commercial activities within Finance, Risk & Governance.

- a. Commercial support and analysis as part of the preparation and review of Procurement's sourcing activities, and associated internal decision papers (PSCC)
- b. Commercial support for customer integration activities including the development of pricing
- c. Commercial and financial modelling to assist functional work streams
- d. Commercial education to Procurement and Logistics team members, including incorporating industry best practice methodology and calculations to support positive commercial outcomes
- e. Yearly budget preparation for Procurement and Logistics, in conjunction with Commercial Manager and General Manager Commercial, as well as functional stream leads and HSV Finance

3. Specific duties and accountabilities

3.1 Procurement

- a. Guide the analysis of procurement sourcing activities, ensuring data is accurate, timely, exhaustive, and resulting in consistent reporting of commercial outputs.
- b. Develop commercial models for Procurement teams that enable data-driven decision making on complex contracting and pricing scenarios across HSV's procurement sourcing activities.
- c. Assist Procurement and Benefits Reporting teams with end-to-end benefits capture, tracking and reporting, ensuring the process is consistent across all sourcing activities.
- d. Provide data-driven insights to Procurement teams about market, industry, and/or supplier level developments that support negotiations on price, service and risk with suppliers
- e. Assist with the preparation of presentations and reports and where required present insights to internal Procurement stakeholders on key commercial analyses.

3.2 Supply Chain

- a. Support purchasing, pricing and reporting activities for products supplied to Health Services via HSV Distribution Centres and not covered by collective agreements.
- b. Assist with the development of monthly financial and operations performance reporting for Logistics, as required.
- c. Develop models to support scenario costing pertaining to the expansion of HSV's Supply Chain offering.

3.3 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.
- d. Work closely with the broader Procurement and Logistics teams, providing education and direction pertaining to the interpretation of data in its presented format.

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. 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.

3.6 Data security

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

3.7 Other duties

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

4. Qualifications and Experience Required

4.1 Academic

- a. Relevant tertiary or post-graduate qualifications, preferably encompassing one or more of Business, Finance, Supply Chain, Procurement, Commercial or related field highly regarded.

4.2 Experience

- a. 3-5+ years' experience in an analytical role, preferably in Procurement/Supply Chain
- b. Understanding of 3PL and logistics operations relevant to FMCG, Retail or Healthcare sectors
- c. Commercial and finance literacy. CA, CPA or CFA qualification highly regarded
- d. Proven ability to prepare and articulate complex findings simply and directly
- e. Advanced MS Excel skills
- f. Experience using SQL, Power BI and/or similar reporting tools preferred

4.3 Personal

- a. High level analytical and problem-solving skills
- b. Willingness to challenge data
- c. Self-directed with strong organisation skills
- d. Ability to manage multiple projects simultaneously to completion and meet tight deadlines
- e. Flexibility to accommodate changing priorities and unexpected requests
- f. Action and results oriented
- g. Outstanding written and oral communication skills
- h. Ability to build strong working relationships with colleagues and external stakeholders
- i. Well-developed presentation and liaison skills

4.4 Location(s) for Work

- a. Primary:
 - i. Level 11, 50 Lonsdale Street, Melbourne VIC 3000; and
- b. Secondary:
 - i. Derrimut Distribution Centre: Foxley Court Derrimut, Victoria.
 - ii. Dandenong Distribution Centre: Ordish Road Dandenong South, Victoria
- c. As relevant the role may be required to "work from home" from time to time.