

<b>Position Title</b>	Sourcing Analyst
<b>Reports to</b>	Head of Sourcing – Operations
<b>Direct reports</b>	Nil
<b>Band classification</b>	Band 4, HealthShare Victoria Enterprise Agreement 2024
<b>Date approved</b>	April 2025

## 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 is responsible for:

- Providing analytical support for the Sourcing team, including sales report analysis including evaluation of costing and qualitative data from sourcing events responses and generating financial analysis reports for the purpose of decision-making process.
- Designing sourcing scenarios (financial modelling); producing analytical data demonstrating optimal contract benefit for individual health services. Identification of potential for product rationalisation based on category analysis data, best financial opportunity within the contract framework and product substitution opportunities.
- Support any other HSV projects as required to support the HSV Strategic Plan.

## 3. Specific duties and accountabilities

### 3.1 Health service expenditure analysis

- Collate, cleanse and categorise health service expenditure to determine the opportunity for greenfield categories, retaining health service identifier to assist in implementation at the end of the sourcing process.
- Identify trends of current contract data, as provided by suppliers over contract term as well as industry published indexes.
- Sense check data against health service profile and validate data with health services where anomalies present.

### 3.2 RFx collation and analysis

- Collation of supplier pricing responses and work closely with the Senior/Category Manager and the Clinical & Technical team to cleanse the responses to an acceptable level for presentation to the reference group.
- Collation of supplier sales reports submitted in the RFx response, cross-check against health service expenditure reports and work closely with the Senior/Category Manager to cleanse and map to the pricing responses.

### 3.3 Best value analysis

- Assist in identification of like-for-like product across suppliers.
- Assist in best value analysis of like-for-like product ensuring all suppliers are represented.
- Assist in best value analysis across category ranges and across the entire RFx response.
- Impact analysis against both Direct and Best match opportunities against
  - Category / Subcategory
  - Supplier
  - Health service

### 3.4 Reporting and development

- Generate reports for the following event outcomes:

- i. RFX events
- ii. Evaluation of price variations requested against agreed indexes and, where not available, market benchmarking
- iii. Contract option offers
- iv. Ad hoc requests by health services and/or suppliers
- b. Generate the individual health service impact reports.
- c. Update the Benefits register.
- d. Tailor opportunity alerts for individual health services based on:
- e. Capturing best financial opportunity within the contract framework
- f. Supplier rationalization
- g. Product substitution
- h. Identify and make recommendations on opportunities for HSV to improve processes, workplace health and safety, quality and service delivery outcomes.

### 3.5 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.

### 3.6 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.

### 3.7 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:
  - 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.

### 3.8 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.

### 3.9 Other duties

- a. While the principal duties of this position are as above, the **sourcing 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, procurement/supply chain
- b. Provision of financial analysis of complex scenarios

### 4.2 Experience

- a. Experience in creating reports tailored to recipients' needs.
- b. Proven ability to track data anomalies back to root cause.
- c. Intermediate to advanced experience in MS Excel covering:
  - Pivot tables
  - Charts
  - Advanced formulas

### 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. CBD Office, 11/50 Lonsdale Street, Melbourne VIC 3000.
- b. Secondary:
  - i. Derrimut Distribution Centre: Foxley Court Derrimut, Victoria; and
  - 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.