

<b>Position Title</b>	Integrated Business Planning Analyst
<b>Reports to</b>	Integrated Business Planning Project Lead
<b>Band classification</b>	Band 4, HealthShare Victoria Enterprise Agreement 2023
<b>Date approved</b>	June 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 Reporting into the Integrated Business Planning (IBP) Project Lead in the Demand and Supply Team. The IBP Analyst will support the Demand and Supply Planning, Purchasing and DC Operation team, within the supply chain function to improve and implement business process management framework.

a. The IBP Analyst is also responsible for keeping track of and maintaining project timetables and provide administrative support to the IBP Project Lead.

## 3. Specific duties and accountabilities

### 3.1 Role/team description

- a. Collaborate with IBP Project Lead and various internal/external stakeholders on key deliverables of relevant projects
- b. Assist in the development of project plans and schedules
- c. Collect and analyse project data to track progress and identify areas for improvement
- d. Prepare project status reports/forms and presentations for stakeholders
- e. Support project team in coordinating project activities and resources
- f. Report information on project progress, including metrics and challenges. Maintain project documentation and ensure data accuracy and integrity
- g. Prepare and review submissions and report project activities and milestones
- h. Provide administrative and operational support to the project team as required
- i. Collaborate with Performance and Insights Team to gather data requirements and insights for the IBP process
- j. Preparation of key KPI reports and analysis
- k. Support the Demand and Supply planning, inventory and DC operation teams with any operational and process requirements, and incidents to ensure delivery of optimum operation and planning outcomes.

### 3.2 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.

### 3.3 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.

### **3.4 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.

### **3.5 Data security**

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

### **3.6 Other duties**

- a. While the principal duties of this position are as above, the IBP 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, Data Science, Commercial or related field (highly regarded)

### **4.2 Experience**

- a. Minimum 3-5 years' experience in project coordinator role within the manufacturing of FMCG industry
- b. Demonstrated organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and work flexibly when and where required
- c. Strong analytical and problem-solving skills/advanced Excel skills (advantageous)
- d. A continuous improvement mindset with the ability to think strategically to support department and enterprise initiatives, but also being comfortable to work tactically and operationally as required
- e. A strong customer service focus

- f. High attention to detail with excellent problem-solving skills
- g. Strong communication skills, both written and verbal, coupled with excellent process improvement skills and a passion for data quality
- h. A strong IT aptitude to manage system related enquiries
- i. End-to-End supply chain knowledge and SOP & IBP proficiencies (highly regarded)
- j. The ability to build strong and effective relationships with internal and external stakeholders

#### **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. A fast and keen learner, with the ability to proactively pursue and share new skills
- f. Flexibility to accommodate changing priorities and unexpected requests
- g. Action and results oriented
- h. Outstanding written and oral communication skills
- i. Ability to build strong working relationships with colleagues and external stakeholders
- j. Well-developed presentation and liaison skills

#### **4.4 Location(s) for Work**

- a. Primary:
  - i. Distribution Centre: Foxley Court Derrimut, Victoria.
- b. Secondary:
  - i. Casselden, 34/2 Lonsdale Street, Melbourne VIC 3000; and
- c. As relevant the role may be required to “work from home” from time to time.