

Position	Category Manager
Reports to	Senior Category Manager
Direct reports	Nil
Band classification	Band 4B, HealthShare Victoria Enterprise Agreement 2024
Date approved	July 2025

1. HealthShare Victoria

HealthShare Victoria is a Victorian public sector entity established on 1 January 2021 as an independent, commercially oriented public sector provider of supply chain services (surety, procurement and logistics) to Victoria's public health sector.

Our purpose is to partner with Victoria's public health services, suppliers and government to ensure the right products and services are delivered to the right place at the right time, supporting better value for our public health services and better outcomes for their patients.

We work with Victoria's public health services to understand their requirements. We meet these needs by establishing collective agreements (purchasing contracts) for medical consumables, pharmaceuticals and medical equipment, as well as non-medical products and services they need via large-scale tenders.

We also play a critical role in ensuring Victoria's public health services have access to goods and services that may be in higher demand or difficult to access, including personal protective equipment (PPE), medical consumables, ICU equipment and pharmaceuticals.

We administer several compliance-related functions, and work with health services to assist them in meeting their legislative, compliance and probity obligations.

As well as providing an end-to-end health supply chain for Victoria's public health services, we extend access to our collective agreements to health or related services assessed as 'eligible services'.

Building on a spirit of change and transformation, our work supports our health service customers to deliver safe, high quality and sustainable healthcare for all Victorians.

2. Position summary

The key objective of this role is to develop, lead and execute category plans and sourcing strategies for designated categories.

- a. Deliver within the sub-stream the defined operational initiatives for the year as agreed in annual goal setting
- b. Development and implementation of procurement activities, ensuring sourcing of products and services as well as contract management responsibilities are undertaken
- c. Assist the Senior Category Manager and Head of Sourcing with the implementation of the Category Management Framework including strategic sourcing and supplier relationship management to deliver supply chain excellence within the applicable sourcing sub stream
- d. Apply their understanding of the characteristics of the market and the supply chain from which goods and services are procured
- e. Proactively identify and manage contractual issues with suppliers and other stakeholders and prepare analysis and advice for decision-making
- f. Develop and use financial data and analytics to understand cost drivers
- g. Identify and manage potential risks within their category. In conjunction with stakeholders define a supplier performance and relationship management framework that leads to value delivery throughout the contract cycle, with a focus on continuous improvement aligned to customer's needs
- h. Promote and maintain productive and collaborative relationships and partnerships with internal and external stakeholders across the category.

3. Specific duties and accountabilities

Procurement

- a. Review and analyse appropriate stakeholder and/or supplier sales data and liaise with key stakeholders to develop a detailed understanding of the size of a particular ITS (Invitation to Supply) opportunity and how it fits with HSV's targets.
- b. Create an engagement and communication plan identifying key stakeholders for the sourcing project in line with key pre-defined processes, including site visits.
- c. Update Category Management Plans in line with pre-defined documentation.
- d. Define analytical support requirements with key stakeholders and internal expertise.

- e. Identify, understand and analyse the market in terms of cost drivers, trends, global pricing impacts and reasons for these and incorporate into negotiation strategies
- f. Understand and report on issues and opportunities relating to the market in which the ITS will occur and make recommendations, in consultation with HSV management
- g. Assist senior team members in the development of Procurement Strategies and present strategy at Reference Group meetings where required
- h. Manage the end-to-end ITS process including development of the ITS evaluation plan, ITS specifications and evaluation weighting criteria.
- i. Ensure probity is maintained and risk mitigated in all sourcing activities and alert HSV management to any issues or concerns.
- j. Develop and implement a negotiation plan in line with defined documentation requirements.
- k. Manage all stages in the contract management lifecycle from implementation to ongoing contract management.
- l. Liaise with customers regarding ongoing contract performance.
- m. Manage all areas of supplier performance and ensure suppliers meet all contractual obligations.
- n. Ensure compliance with the HSV risk and governance framework including policies and procedures.

General Activities

- a. Work closely with Senior Category Managers and Heads of Sourcing in all areas of the procurement process.
- b. Contribute to HSV's Risk Management Framework and Reporting.
- c. Contribute to the continuous improvement of HSV operations both formally through participation in work groups and projects and informally through discussion and idea-sharing.
- d. Undertake research and prepare briefings and submissions as required.
- e. Ensure that activities related to the role comply with all relevant internal policies, procedures, processes, and legislation including ethical standards.
- f. Participate in validation/strategy reviews, including preparation of validation/strategy recommendations, for ITS progression.
- g. Develop a lessons learnt register for future sourcing references.
- h. Create and maintain templates and tools to assist the Procurement division operate efficiently and effectively.

Health, safety and wellbeing (BeSafe)

- a. Follows safety rules and takes responsibility for safety at a personal and team level to reduce risk to others
- b. Reports hazards, incidents and injuries and takes part in actions to eliminate hazards
- c. Shows a sense of urgency when safety issues arise
- d. Makes safety a part of the everyday by talking about ideas for improvement
- e. Attend BeSafe activities, forums and training to help create a robust safety culture at HSV

HSV values

Uphold the HSV values:



Customer-centric
We work with our customers and put them at the centre of our decision making



Respectful
We treat people the way we would like to be treated and work together in a safe, kind and honest way



Solutions-focused
We work together to find the best operational and commercial outcomes



Open
We welcome new ideas and change as we continue to learn and grow

Our values



Accountable
We do what we say we will do

Collaboration at HSV

- a. Builds and maintains effective collaborative and consultative working relationships
- b. Listens and works as a supportive and cooperative team member, sharing information and acknowledging others' efforts
- c. Has challenging conversations as required within scope of role and personal accountabilities
- d. Steps in to help others where required

HSV strategy, policies and procedures

- a. Contribute to the delivery of HSV's strategic plan and roadmap initiatives.
- b. Comply with HSV policies and procedures and report breaches and/or risks to your people leader or another relevant stakeholder.

Other duties

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

4. Qualifications and experience required**Academic**

- a. Relevant tertiary qualifications, preferably encompassing procurement, supply chain, commerce or business administration, or three years Category Management experience.
- b. Postgraduate qualification (desirable).
- c. Knowledge of the health sector (desirable)

Experience

- a. Sound knowledge and proven experience in commercial procurement practices including category management and strategic sourcing with a demonstrable awareness of commercial law.
- b. Relevant experience in supplier relationship management.

Personal

- a. 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.
- b. 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.
- c. Strong analytical and problem-solving skills including the ability to identify issues and develop solutions
- d. 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
- e. Focuses on understanding motivation of others, acknowledging emotions of others, and actively listening to clarify and defuse conflict situations and provide solutions
- f. Enthusiasm, energy, inquisitiveness, initiative and innovative thinking
- g. A high level of personal integrity

5. HSV's Leadership Capability Framework**Everyday leaders**

Everyday leaders are motivated and passionate about HSV's work and committed to delivering their work efficiently and to a high standard. They take responsibility for getting the job done and seek opportunities to collaborate and to share or gain knowledge. They understand how their work fits into HSV's strategy and are committed to the organisational vision.

Priority leadership capabilities for everyday leaders:

- Problem solver – Demonstrates problem solving within scope of role. Develops useful, workable and practical solutions to address issues, shows initiative, gets things done and owns the results
- Operates with integrity – Acts honestly, is professional and lives HSV values
- Works collaboratively - A team player who values all contributions and works jointly with others (internally and externally) to deliver results

- Health and safety - Sets expectations and takes responsibility for a physically and psychologically safe culture and work environment

6. Locations for work

Primary:

- CBD Office: 11/50 Lonsdale Street, Melbourne VIC 3000

Secondary:

- Derrimut Distribution Centre: Foxley Court Derrimut, Victoria; and
- Dandenong Distribution Centre: Ordish Road Dandenong South, Victoria.

Some travel to HSV customer sites is a requirement of this position.

As relevant the position may be required to work from home from time to time.