

<b>Position</b>	Senior Category Manager
<b>Reports to</b>	Head of Sourcing – Clinical
<b>Direct reports</b>	Category Managers
<b>Band classification</b>	Band 5, HealthShare Victoria Enterprise Agreement 2024
<b>Date approved</b>	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 Senior Category Manager will

- a. Take responsibility for the delivery of the Procurement Strategy within the applicable sourcing sub stream, which includes the effective management of the Sourcing Program and Collective Procurement Strategy to support the organisation to meet its legislative and reporting obligations.
- b. Take responsibility for defining the overall category management strategy inclusive of the stakeholder management, opportunity identification, and planning of activities to ensure it meets the deliverables within the sourcing stream.
- c. Deliver within the sub-stream the defined operational initiatives for the year as agreed in the Annual goal setting.
- d. Oversee the implementation of the Category Management Framework including strategic sourcing, supplier segmentation and supplier relationship management to deliver supply chain excellence within the applicable sourcing sub stream.
- e. Take responsibility for organisational reporting on deliverables within the applicable sourcing sub stream. This will include but is not limited to reporting against Business Plan, Statement of Priorities, Organisational Key Performance Indicators (KPIs), Benefits, Opportunities, legislative reporting requirements (eg. Victorian Industry Participation Policy, Social Procurement) and relevant Committees (including the Board, Procurement and Supply Chain Committee and Finance Audit Risk Management Committee (FARMC)).
- f. Contribute to ensuring that the procurement process drives market sustainability and supply chain excellence and minimises the risk of supply chain disruption through the development of close working relationships with key stakeholders.
- g. Actively drive and improve the stakeholder relationships within the applicable sourcing sub stream to support a customer-focused engagement strategy through participation and facilitation of meetings, forums and activities across the state.
- h. Manage the capacity and capability of the applicable sourcing sub stream including line management of Category Managers and leading and mentoring employees in both the sourcing stream and organisation wide.
- i. Lead the redevelopment and utilisation of the HSV Benefits Management Framework (BMF) within the sourcing stream.

### 3. Specific duties and accountabilities

#### Procurement responsibilities

- a. Ensure the integration of the applicable sourcing sub stream Procurement Strategy into the overall Procurement Strategy, Annual Business Plan and organisational KPIs.
- b. Drive the delivery of the HSV Corporate Strategy and cascade goals into individual KPIs within the applicable sourcing sub stream.
- c. Contribute to the organisational Collective Procurement Strategy through the identification of categories of benefit to the state and health services that should be considered for collective procurement within the applicable sourcing sub stream.
- d. Drive the implementation of effective Category Management Plans for all categories under collective procurement within the applicable sourcing sub stream.
- e. Monitor the financial position and status of the Procurement budget within the applicable sourcing sub stream providing accurate and timely advice to the Head of Sourcing.
- f. Drive and oversee the development of high quality sourcing proposals and outcome briefs within the applicable sourcing sub stream for the Director Procurement and Procurement and Supply Chain Committee including risk analysis to enable sound decision-making processes.
- g. Maintain and develop strong working relationships with key individuals and groups across HSV's stakeholder organisations developing and applying appropriate engagement and consultation strategies.
- h. Represent HSV in appropriate industry and regional forums to strengthen relationships with the health services and suppliers and improve mutual understanding and alignment within the sector.
- i. Support the delivery of all Strategic Goals in the HSV Annual Business Plan in conjunction with the Senior Management Team and broader HSV team and provide input to the development of the plan as it relates to other Divisions.
- j. Work to develop a succession plan for employees within the Procurement division to assist with organisational sustainability and continuous improvement opportunities.
- k. Create and maintain templates and tools to assist the Procurement division operate efficiently and effectively

#### Governance

- a. Ensure adherence to the HSV risk and governance framework within the applicable sourcing sub stream driving compliance with legislative and statutory obligations, and process integrity.
- b. Oversee the implementation and communication of all Procurement policies and procedures within the applicable sourcing sub stream.
- c. Support and assist the Head of Sourcing in developing risk mitigation strategies for collective procurement within the applicable sourcing sub stream.
- d. Ensure probity compliance within the applicable sourcing sub stream.
- e. Provide input and support to the FARMC including reporting updates and business case reporting where required.
- f. Effectively manage any external complaints within the applicable sourcing sub stream and the implementation of actions for continuous improvement.
- g. Support and assist the health services with education and guidance regarding their compliance with the procurement governance process.
- h. Provide support to health services in conducting their own collective procurement activities

#### Benefits Management Framework

- a. Collaborate with health service and internal stakeholders to redevelop the BMF requirements for the Clinical stream.
- b. Implement a structured approach to identifying benefits across the Clinical stream.
- c. Assist with the introduction of new benefit categories such as indirect benefits generated by HSV through its sourcing activities.
- d. Engage with health service and internal stakeholders to capture relevant data relating to Clinical category performance in an accurate and timely manner.
- e. Collaborate with the Data & Systems division to cleanse, format and automate existing and incoming data.
- f. Drive the process to calculate direct and indirect benefits generated by the Clinical stream utilising manual and automated processes.

- g. Ensure the monitoring and reporting of benefits are integrated into the management activities of all Clinical categories and shared with health services.
- h. Collaborate with Category Managers and subject matter experts to ensure each Clinical category management plan has an associated benefits management plan.
- i. Assist with the development and management of appropriate/effective KPIs aligned with Clinical contract objectives.
- j. Implement strategies to improve data quality, identify continuous improvement opportunities and streamline the benefits reporting process for the Clinical stream.
- k. Ensure Clinical metrics are accurate, consistent and provided in accordance with reporting requirements.
- l. Align reporting with material issues that are relevant to the HSV Strategy.
- m. Improve the ability of Clinical Sourcing to measure and manage non-financial metrics.
- n. Assist in the preparation of Clinical Sourcing's benefits reporting.

### Reporting and Management

- a. Take responsibility for organisational reporting on deliverables within the applicable sourcing sub stream. This will include but is not limited to reporting against Business Plan, Statement of Priorities, Organisational KPIs, Benefits, Opportunities, Victorian Industry Participation Program (VIPP), and relevant Committees (including the Board, Procurement and Supply Chain Committee, Exemption Committee and Finance Audit Risk Management Committee).
- b. Support the management and submission of monthly, quarterly and annual sourcing performance reports including the management of forecast cost reductions against actuals.
- c. Assist the Head of Sourcing in the development of ongoing reporting frameworks including the development of an annual calendar and timetable of reporting metrics.
- d. Contribute to the Procurement division and broader HSV team through participation in formal meetings and other activities as required.
- e. Perform senior management responsibilities as required.
- f. Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- g. Maintain and develop open and transparent lines of communication with other Executive Directors and Senior Managers including participating in meetings at the individual and divisional levels, email communication and other regular interpersonal communication.
- h. Identify and make recommendations on opportunities for HSV to improve processes, workplace health and safety, and quality and service delivery outcomes.
- i. Assist People, Culture and Safety to recruit, interview, select, and hire new employees related to the position and oversee new employee on-boarding, induction and development planning where required.
- j. Provide direct management support to employees on matters relating to their employment including but not limited to training, leave and complaints.
- k. Deputise for the Head of Sourcing when called upon to do so.
- l. Undertake other tasks or responsibilities as agreed with the Head of Sourcing from time to time.

### Health, safety and wellbeing (BeSafe)

- a. Trains everyone to do their job safely and holds them accountable
- b. Regularly recognises employees who actively follow safety rules and standards
- c. Supports active monitoring of employee performance and compliance with safety standards
- d. Collaborates with the team on safety issues and decisions through a consultative process
- e. Take reasonable care for your own safety and act in a safe manner to reduce risk to others
- f. Reports hazards, incidents and injuries and takes part in actions to eliminate hazards
- g. Attend BeSafe activities, forums and training to help create a robust safety culture at HSV

### HSV values

Uphold the HSV values:



#### Collaboration at HSV

- Builds a supportive and cooperative team environment
- Engages other teams to share information in order to understand or respond to issues and opportunities
- Supports others in challenging situations

#### HSV strategy, policies and procedures

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

#### Other duties

- 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

- Supply chain or related qualification in procurement, commerce or business administration.
- Postgraduate qualification (preferred).
- Knowledge of the health sector (desirable).

#### Experience

- Sound knowledge and proven experience in commercial procurement practices including category management and strategic sourcing, with a demonstrable awareness of commercial law.
- Management experience with a Procurement delivery focus including high level management reporting.
- Proven experience in driving cost and service improvements in a multi-site organisation.
- Previous management of a procurement benefits register.
- Proven experience in supplier relationship management.
- Previous experience in developing and implementing procurement strategies and policies within a complex environment.
- Knowledge of governance requirements and risk management systems within a statutory authority.
- Previous experience working with a management team

#### Personal

- Willingness to develop a high level of specialist knowledge in relation to the key responsibilities of the position.
- Financial and analytical skills including the ability to educate, guide and manage staff in the fundamentals of financial management and reporting.
- 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.

- d. 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.
- e. Strong analytical and problem-solving skills including the ability to identify issues and develop solutions to complex business issues.
- f. 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.
- g. Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- h. Ability to maintain and respect confidentiality of the highest order and a high level of personal integrity

## 5. HSV's Leadership Capability Framework

### Team leaders

Team leaders are consistently excellent performers. They embrace continuous growth and learning for themselves and their team. They are skilled at planning and prioritising work to enable their team to deliver. They are goal-oriented, with a focus on safety and finding solutions for their customers and achieving outcomes. They use data and facts when communicating important information to teams they manage and to their managers. They take every opportunity to work collaboratively, recognise great work and celebrate the success of their people.

Priority leadership capabilities for team leaders:

- Builds talent - Identifies strengths and enables our people to learn, develop and reach their full potential
- Drives change and innovation – Is courageous, open to new ideas, champions and navigates change
- Engages people - Builds trust, inspires and motivates, recognises effort and achievement while ensuring the team feels safe and included
- Provides direction - Clearly communicates strategy and priorities and promotes openness and transparency
- Leads health and safety - Sets expectations and takes responsibility for a physically and psychologically safe culture and work environment
- Problem solver - Develops useful, workable and practical solutions to address issues, shows initiative, gets things done and owns the results

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