

	<b>Position Description</b> <b>Supply Planner</b>
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<b>Position</b>	Supply Planner
<b>Reports to</b>	Supply Planning Lead
<b>Direct reports</b>	Nil
<b>Band classification</b>	Band 4, HealthShare Victoria Enterprise Agreement 2024
<b>Date approved</b>	February 2026

## 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 Supply Planner is responsible for ensuring product availability through effective planning, proactive risk management, and strong engagement with internal and external suppliers.

This role focuses on optimising inventory levels, identifying supply risks early, and maintaining reliable service outcomes for customers.

The position works closely with suppliers, demand planning, inventory, clinical stakeholders, and customer support to drive a stable supply position, hold suppliers accountable for performance, and support continuous improvement in planning processes.

## 3. Specific duties and accountabilities

### Position responsibilities

- a. Serve as a key point of contact for inventory and supply – related queries, ensuring issues are addressed promptly and clearly.
- b. Monitor inbound supply information and highlight potential supply gaps early, partnering with clinical and operations teams to identify suitable alternatives.
- c. Review customer backorders and act to minimise impact through substitution, supplier escalations, or demand forecast adjustments.
- d. Work across demand forecasting and historical usage to understand and validate demand profiles, usage trends, and demand shifts, ensuring supply plans remain balanced and aligned to future demand.
- e. Translate demand plans into supply requirements, balancing constraints, risks, and commercial considerations.
- f. Participate in S&OE / S&OP inputs, preparing clear, insight-driven summaries of risks, opportunities and recommended actions.
- g. Support data integrity maintenance by working closely with stakeholders.
- h. Contribute to continuous improvement initiatives across Logistics, Planning, Supplier Performance Management, and internal HSV processes.
- i. Build strong relationships with suppliers to drive performance accountability, including delivery timeliness, accuracy, and service reliability.
- j. Prepare regular planning updates, translating data into clear narratives that support decision making.

- k. Assist in preparing, monitoring, and reporting key planning metrics such as availability, inventory health, days of cover, DIFOT and SIFOT, converting complex data into simple, meaningful messages for senior audiences.
- l. Contribute to SKU optimisation initiatives by supporting new line introduction, range decisions, rationalisation, and stock holding reviews.
- m. Maintain open, transparent, and proactive communication across the organisation, ensuring stakeholders receive clear, concise, context-rich updates.
- n. Comply with financial and operational delegations and ensure accountability in daily decision making.
- o. Use data to tell a meaningful story – highlighting what matters, why it matters, and what action is recommended.

### Health, safety and wellbeing (Be Safe)

- 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 Be Safe 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

**Our values**



**Accountable**  
We do what we say we will do



**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

### 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 or post-graduate qualifications, preferably encompassing one or more of Business, Finance, Supply Chain, Data Science, Commercial or related field highly regarded.

**Experience**

- a. 5+ years of experience in Supply Planning roles.
- b. Strong experience in delivering the Key matrixes of Supply Chain.

**Personal**

- b. Excellent stakeholder management, organisation and influencing skills.
- c. Willingness to challenge data
- d. Self-directed with strong organisation skills.
- e. A fast and keen learner, with 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. Proactive communication and data driven decision-making skills.
- j. Strong drive for continuous improvement and ability to identify opportunities.
- k. Strong analytical capabilities & strategic view of planning.
- l. Well-developed presentation and liaison skills.

**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.