

Reports to	General Manager – Procurement Delivery
Direct reports	Sourcing Analysts
Band classification	Band 5, HealthShare Victoria Enterprise Agreement 2024
Date approved	June 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

Key Responsibilities:

- a. **Strategy & Innovation**
 - i. Collaboration with the Procurement Delivery Leadership team to define strategic priorities and translate them into actionable short-term and long-term goals.
 - ii. Develop and validate business cases, identify and address data gaps, and quantify the value and benefits of analytics work.
- b. **Commercial Plan & Operational Support**
 - i. Lead sourcing support plans, supporting both operational and strategic decision-making processes.
 - ii. Manage the delivery and production of data assets to meet procurement delivery reporting requirements.
 - iii. Collaborate closely with Finance & Strategy to drive informed operational and strategic decisions.
 - iv. Coordinate with HSV data teams to integrate activity requirements into the overall data lifecycle process to ensure end to end efficiencies in managing HSV data and to support best outcomes for internal and external stakeholders.
 - v. 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.
 - vi. Designing sourcing scenarios (financial modelling); producing analytical data demonstrating optimal contract benefit for individual health services. Identification of potential for product substitution and/or product rationalisation based on best financial opportunity while meeting best patient outcomes.
- c. **Reporting**
 - i. Lead weekly, month end and quarterly PAP projects update report and support Procurement Delivery Team in their hero story reporting to support the build in trusted relationships with HSV peers and Health Service partners.
 - ii. Accurate timely delivery, collaborating across multiple stakeholders and driving process improvements to streamline activities.
- d. **PAP planning and forecasting**
 - i. Lead the PAP plan and monthly forecasting processes.
 - ii. Proactively identify risks and partner with relevant teams to assess and track opportunities to result improvement.

- e. **Transformation and innovation projects**
 - i. Identify and lead advanced analytics opportunities with the procurement domain.
 - ii. Develop roadmaps, user cases, and collaborate with system automation teams to drive transformation and explore commercial opportunities
- f. **Procurement systems optimisation**
 - i. Establish a baseline understanding of the current system and data flow, followed by defining next steps and prioritisation.
 - ii. Manage sourcing system optimisation opportunities (should cost modelling platform), encompassing data foundations/integrations, system enhancement & automation, and potential AI use cases.
- g. **Stakeholder management**
 - i. Build and maintain strong relationships with key stakeholders (IT systems, SC optimisation, Finance).
 - ii. Effectively communicate delivery updates and align sourcing analytics workload with business objectives.
- h. **Team management**
 - i. Manage the analyst team BAU and ad hoc capacity.
 - ii. Actively prioritise the key initiatives to drive process against PAP plan initiatives.
 - iii. Develop, manage and improve shared data analysis practices across the Sourcing Analytics team to ensure consistency across the sourcing streams and sourcing activities.

3. Specific duties and accountabilities

3.1 PAP activity requirements

- a. Ensure that for each applicable sourcing activity the following is performed by the Sourcing Analytical team:
- b. Health service expenditure analysis
 - i. 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.
 - ii. Identify trends of current contract data, as provided by suppliers over contract term as well as industry published indexes.
 - iii. Sense check data against health service profile and validate data with health services where anomalies present.
- c. RFx collation and analysis
 - i. 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.
 - ii. 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
- d. Best value analysis
 - i. Assist in identification of like-for-like product across suppliers.
 - ii. Assist in best value analysis of like-for-like product ensuring all suppliers are represented.
 - iii. Assist in best value analysis across category ranges and across the entire RFx response.
 - iv. Impact analysis against both Direct and Best match opportunities against:
 - Category / Subcategory
 - Supplier
 - Health service
 - DC range
 - v. Identification of Further Opportunities, working with category manager to identify likely outcomes
- e. Reporting and development
 - i. Generate reports for the following event outcomes:
 - ii. RFx events
 - Evaluation of price variations requested against agreed indexes and, where not available, market benchmarking

- Contract option offers
- Ad hoc requests by health services and/or suppliers
- iii. Generate the individual health service impact reports.
- iv. Update the Benefits register.
- v. Tailor opportunity alerts for individual health services based on:
- vi. Capturing best financial opportunity within the contract framework
- vii. Supplier rationalization
- viii. Product substitution
- f. Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.

3.2 Supplier Engagement

- a. Work with data teams across HSV to engage with suppliers to recover overcharges identified through thorough analytical reviews and processes undertaken
- b. Liaise directly with HSV suppliers as required to rectify missing or invalid data during the RFx stage, to improve data quality and to enable accurate benefits calculations and assessment

3.3 Continuous Improvement

- a. Review analytical tools and practices to implement and continuously improve fit-for-purpose analytical practices to support sourcing decision-making.
- b. Take a lead in identifying ways to:
 - i. simplify current procurement analytical processes
 - ii. capture and report on additional benefits aligned to the Benefits Management Framework
 - iii. enable procurement and health services to identify functional equivalent products across all contracted lines including identification of which lines are currently in use by how many health services to provide a level of indication of health service acceptance
 - iv. identify further opportunities for health services to increase their benefits from HSV contracts
 - v. enable health services to forecast their own outcomes incorporating anticipated volume based on prior trends
- c. Develop and maintain guidance documents, templates and tools and undertake training of Procurement staff to ensure consistency in approach and process.

3.4 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

3.5 HSV values

Uphold the HSV values:



3.6 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

3.7 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.

3.8 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

- Relevant tertiary or post-graduate qualifications, preferably encompassing one or more of business, finance, procurement/supply chain

Experience

- 5+ years' experience in an analytical role, preferably in Procurement/Supply Chain
- Knowledge and experience working in a health service context
- Management experience with a delivery focus (desirable)
- Experience using SQL, Power BI and/or similar reporting tools preferred
- Advanced MS Excel skills
- Knowledge of governance requirements and risk management systems within government
- Provision of financial analysis of complex scenarios
- Experience in creating reports tailored to recipients' needs.
- Proven ability to track data anomalies back to root cause.
- Experience in designing and using complex financial analysis and modelling tools in MS Excel, including:
 - Use of historical activity and other related trend and market data to forecast future activity
 - Use of multivariate scenario modelling to provide sophisticated decision insights.
- Creation of user-friendly but flexible tools for use across a wide range of categories/subjects.

Personal

- Strong critical thinking skills and problem-solving skills with a focus on carrying out work in a well-informed, risk-based, pragmatic and accurate manner.
- Ability to offer insights, guidance and mentorship to any direct reports and the broader operations team.
- Willingness to develop a high level of specialist knowledge in relation to the key responsibilities of the position.

- d. 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.
- e. 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.
- f. Strong analytical and problem-solving skills including the ability to identify issues and develop solutions to complex business issues.
- g. 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.
- h. Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- i. Ability to maintain and respect confidentiality of the highest order and a high level of personal integrity.
- j. High level data analytical and problem-solving skills including a willingness to challenge data.
- k. Flexibility to accommodate changing priorities and unexpected requests.
- l. Action and results oriented.

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:

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

Location(s) for Work

- a. Primary:
 - i. CBD Office, 11/50 Lonsdale Street, Melbourne VIC 3000;

Secondary:

- ii. Derrimut Distribution Centre: Foxley Court Derrimut, Victoria; and
- iii. 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.