

Position	Sourcing Analyst
Reports to	Senior Manager Sourcing Analytics
Direct reports	Nil
Band classification	Band 4B, HealthShare Victoria Enterprise Agreement 2024
Date approved	June 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

2.1 This role is responsible for:

- a. Providing analytical support for the Sourcing team, including 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.
- b. Designing sourcing scenarios (financial modelling); producing analytical data demonstrating optimal contract benefit for individual health services. Identification of potential for product rationalisation based on category analysis data, best financial opportunity within the contract framework and product substitution opportunities.
- c. Support any other HSV projects as required to support the HSV Strategic Plan.

3. Specific duties and accountabilities

3.1 Health Service expenditure analysis

- a. 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.
- b. Identify trends of current contract data, as provided by suppliers over contract term as well as industry published indexes.
- c. Sense check data against health service profile and validate data with health services where anomalies present.

3.2 RFX collation and analysis

- a. 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.
- b. 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.

3.3 Best value analysis

- a. Assist in identification of like-for-like product across suppliers.
- b. Assist in best value analysis of like-for-like product ensuring all suppliers are represented.
- c. Assist in best value analysis across category ranges and across the entire RFX response.
- d. Impact analysis against both Direct and Best match opportunities against
 - i. Category / Subcategory
 - ii. Supplier
 - iii. Health service

3.4 Reporting and development

- a. Generate reports for the following event outcomes:
 - i. RFX events
 - ii. Evaluation of price variations requested against agreed indexes and, where not available, market benchmarking
 - iii. Contract option offers
 - iv. Ad hoc requests by health services and/or suppliers
- b. Generate the individual health service impact reports.
- c. Update the Benefits register.
- d. Tailor opportunity alerts for individual health services based on:
- e. Capturing best financial opportunity within the contract framework
- f. Supplier rationalization
- g. Product substitution
- h. Identify and make recommendations on opportunities for HSV to improve processes, workplace health and safety, quality and service delivery outcomes.

3.5 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.

3.6 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

3.7 HSV values

Uphold the HSV values:



3.8 Collaboration at HSV

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

3.9 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.

3.10 Other duties

- While the principal duties of this position are as above, the **sourcing analyst** may be required to undertake other duties from time to time.

4. Qualifications and experience required

4.1 Academic

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

4.2 Experience

- 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 creating reports with MS Power BI.
- Intermediate to advanced experience in MS Excel covering:
 - Pivot tables
 - Charts
 - Advanced formulas

4.3 Personal

- High level analytical and problem-solving skills.
- Willingness to challenge data.
- Self-directed with strong organisation skills.
- Ability to manage multiple projects simultaneously to completion and meet tight deadlines.
- Flexibility to accommodate changing priorities and unexpected requests.
- Action and results oriented.
- Outstanding written and oral communication skills.
- Ability to build strong working relationships with colleagues and external stakeholders.

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.