

Position	Director Procurement Strategy and Enablement
Reports to	Executive Director Health Services Procurement
Direct reports	Head of Procurement Operations, Head of Clinical Product Advice, Sourcing Analytics Leads, Senior Project Manager, Commercial and Finance Lead
Band classification	SES 1
Date approved	August 2026

1. HealthShare Victoria

HealthShare Victoria (HSV) drives statewide surety, procurement and logistics supply chain services across Victoria's public health system. We deliver value and sustainable and reliable access to products and services at scale, ensuring public hospitals and health services can access what they need in a cost-effective and coordinated way.

HSV is committed to building trusted business partnerships with Victoria's public health sector that enable safe, high quality and sustainable healthcare for the Victorian community.

From 1 October 2026, HSV transitioned into the Victorian Department of Health to enable greater integration and alignment between procurement, planning and policy, reducing duplication and ensuring Victoria's health system is well positioned to support a modern, networked health system.

2. Position summary

The Director Procurement Strategy and Enablement is responsible for developing the strategy for procurement in collaboration with Executive Director Health Services Procurement, procurement leaders and HSV stakeholders, to deliver on the procurement value proposition.

The Director Procurement Strategy and Enablement:

- Collaborates across procurement to drive the digitisation agenda, through identifying, scoping and deliver of programs supporting the modernisation and digitisation of procurement processes and systems. This is a transformation focused activity to mature capability and increase capacity to deliver value.
- Evaluates internal opportunities, challenges and failures and identifying opportunities for improvement. Likewise, they are responsible for systematically seeking out and investigating external ideas and experiences and identifying opportunities for improvement.
- Defines and implements sustainable Supplier and Customer engagement strategies (coordinated across HSV, under HSV umbrella strategies) for the Procurement Projects and any projects undertaken that minimise financial, organisational and reputational risk, and drive mutually beneficial qualitative and quantitative benefit.

As part of the HSV Senior Leadership Team (SLT), the Director Procurement Strategy and Enablement will support the Executive Director Health Services Procurement and Chief Executive to grow the capacity, capability, culture and maturity of HSV, by actively participating in HSV's strategic development, delivering the annual business plan as well as organisational reporting pertaining to business unit specific deliverables. This will include (but is not limited to) reporting against the Business Plan, Statement of Priorities, Organisational Key Performance Indicators (KPIs), people development and strategic objectives, as they relate to the Procurement Projects and Reporting team.

As part of an integrated health system workforce, the role will be required to contribute to and support Department of Health initiatives, projects, programs and operational priorities in addition to HealthShare Victoria responsibilities. This includes working collaboratively across organisational boundaries, providing surge support where required, and contributing expertise to activities that advance whole-of-system outcomes.

3. Specific duties and accountabilities

Procurement Strategy and Delivery

- Lead the development and ongoing evolution of procurement strategy in alignment to HSV Organisational goals across strategic outcomes
- Collaborate with Executive Director Technology, Executive Director Health Services Procurement, Director Procurement Delivery and other leaders to align and develop the digitisation roadmap to uplift capability and capacity of procurement.
- Develop improvement roadmaps, aligned to strategic HSV outcomes, for Process, Systems, Technology and Data and secure executive endorsement on the improvement plan for procurement.
- Support the Procurement agenda as part of HSV's broader network strategy, ensuring alignment with Supply Chain, Finance and Legal. Be an enabler of health service logistics consolidation.

- e. Represent HSV at forums with other procurement bodies, Victorian Government and others, to identify areas for continuous improvement including greater alignment within the sector and ways to improve HSV efficiencies.
- f. Engage inter-jurisdictional counterparts to collaborate in procurement strategy and activities to maximise value outcome.

Stakeholder Engagement

- a. Ensure cross functional alignment across HSV and its upstream suppliers and downstream health service customers.
- b. Foster a customer centric culture that makes HSV a unique customer service-oriented organisation ensuring readiness of information on category management activities and further opportunities, so customer benefits are maximised.
- c. Foster the participation of other HSV staff in the execution of the procurement strategy from planning to contract deployment through establishing mutually beneficial stakeholder management practices and positive constructive interpersonal relationships with HSV peers, health services, the Department of Health and suppliers.
- d. Develop strategic partnerships, including with other parts of government, the health services, relevant regulatory entities, advisors and suppliers.

Governance and Compliance

- a. Ensure adherence to the HSV risk and governance framework driving compliance with legislative and statutory obligations and process integrity.
- b. Use awareness of better current practice and practical governance challenges to identify and implement improvements to procurement governance across the state, which may include resolving process failures or gaps or delivering process simplification.
- c. Support and assist the Executive Director Health Services Procurement, Chief Executive, HSV Board and HSV executives in developing risk mitigation strategies, ensuring probity compliance and addressing risk associated with supply chain functions.
- d. Take overall responsibility for accurate and efficient Procurement and Engagement divisional reporting. Drive accurate, relevant and timely performance reporting including but not limited to; reporting against the Business Plan, Statement of Priorities, Organisational Key Performance Indicators (KPIs), benefits, opportunities, Victorian Industry Participation Program (VIPPP), Exemption, Board, PSCC and Audit and Risk Committees
- e. Working with the delivery team and internal auditors. Assess compliance of sourcing processes and policy, ensuring compliance for all sourcing activities identifying opportunities for process improvement and developing action plans with capability and design teams where applicable

Procurement Design and Capability

- a. Assess capability needs and develop learning programs that are fit for purpose for audience taking into consideration role within HSV
- b. Collaborate with HSV leadership to identify improvement opportunities
- c. Ensure knowledge base of HSV processes, policies and tools are kept up-to-date and drive improvement activities to ensure the knowledge is relevant and accessible.
- d. Take overall responsibility for delivering cross procurement initiatives through effective project governance and collaboration, ensuring initiatives are tracked, resources allocated and as required, initiatives are funded to mature procurement practices.
- e. Procure Ensure accurate and timely update to the Victorian Product Catalogue to ensure health services have up to date information in relation to contracts, products and pricing.

Clinical Product Advisory

- a. Establish relationships with inter-jurisdictional counterparts and partnership organisations (e.g. Safer Care Victoria, Therapeutic Goods Administration, GS1 (Recall Health)) to collaborate on clinical strategies and activities to maximise patient health outcomes
- b. Identify and support Clinical Education opportunities to promote clinical growth within HSV
- c. Apply risk-based approach for incident management of backorders and recalls with appropriate management plans, identification of alternatives and promotion of reporting platforms.
- d. Work with internal stakeholders (e.g. Procurement, Commercial and Logistics) to identify new clinical category opportunities to expand HSV's Value Under Contract (VUC) and recommendations to hold within the HSV DC.

- e. Represent HSV at clinical forums to identify areas for continuous improvement
- f. Participate in regular Clinical Product Advisory groups, contract management group and relevant product evaluation meetings.
- g. Drive adoption of HSV taxonomy for clinical products.

Procurement Help Desk

- a. Establish and operate a Procurement Support Hub (PSH) to act as the first port of call for our suppliers and HSV stakeholders
- b. Deliver exceptional customer service to HSV stakeholders via the HSV Helpdesk by achieving the agreed metrics for:
 - i. Customer Satisfaction (CSAT) score
 - ii. 'One touch' enquiry close rate
 - iii. Average enquiry to respond (not resolve) time of two hours or less during business hours
- c. Ensure Helpdesk is educated and enabled to assist HSV stakeholders when new initiatives are implemented.
- d. Establish and modernise tools and capabilities that leverage self-service models that improve service levels

Health System Contribution

- a. Supporting department and cross-organisational projects, initiatives and operational activities as required.
- b. Providing flexible deployment of skills and capability to meet emerging business priorities and system needs.
- c. Working collaboratively across the Department and partner agencies to achieve whole-of-system outcomes.
- d. Sharing knowledge, expertise and resources to support effective service delivery and organisational performance.

Health, safety and wellbeing (BeSafe)

- a. Builds a culture of physical and psychological safety and encourages proactive safety behaviours
- b. Shares a vision of the team's safety goals and communicates the way to achieve them
- c. Actively cares for the health, safety and wellbeing of individuals within the team
- d. Role models safety behaviours and clearly sets expectations
- 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

- a. Builds a culture of collaboration across HSV and externally
- b. Identifies and overcomes barriers to communication with internal and external stakeholders
- c. Establishes and manages complex, multi-stakeholder relationships

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 the Executive Director Health Service Procurement or Chief Executive.

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 business, procurement, and supply chain (preferred)

Experience

- a. Significant executive procurement experience with operational accountability for a division or organisation.
- b. Proven experience in driving cost and service improvements in a multi-divisional, decentralised organisation (desirable).
- c. Demonstrated experience successfully leading a team through significant change.
- d. Demonstrable and significant executive leadership experience and capability with a commitment to actively combining a strategic focus with an operational awareness and ability to support staff and resolve problems.
- e. Financial/Commercial skills with a proven track record managing full P&L budgets and developing financial models and high-level reporting.
- f. Experience in developing and implementing leading procurement strategies and capabilities across a range of direct and indirect categories.
- g. Experience leveraging modern procurement systems and delivering value via their application.
- h. Knowledge and experienced in the public health sector procurement, supply chain and clinical engagement (beneficial, but not essential):
- i. In-depth understanding with hands on experience and demonstrated successes in Health services management and clinical engagement.
- j. In-depth understanding of the health sciences supplier market.
- k. Experience working with governance requirements and risk management systems within a statutory authority.

Personal

- a. Imagination, enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- b. Outstanding problem-solving skills and sound judgement to resolve complex business issues that is underpinned by a strong analytical mindset.
- c. Demonstrated ability to successfully lead and implement change resulting in measurable improvement with multiple stakeholders.
- d. Strong business acumen, with high level of understanding of broader business issues.
- e. A determined, yet cooperative style with the ability to manage a number of competing priorities and be prepared to roll up their sleeves to support the team as required including to achieve tight timeframes.
- f. Superior communication skills in providing information and advice to external and internal stakeholders both written and verbal.
- g. Excellent interpersonal skills, including an ability to negotiate and influence others with diplomacy, tact and discretion.
- h. Superior negotiation skills and Ability to identify and sell HSV's and procurement's value to our client and supplier base.
- i. Understanding of government processes and procurement requirements. Strong 'team builder' with the ability to develop and maintain positive working relationships with people at all levels within and outside the organisation; ability to lead a team to best practice outcomes.
- j. Current Victorian drivers licence
- k. Able to comply with the inherent requirements of positions at HSV: of 'good character' and a 'fit and proper person' to perform the position; able to uphold the HSV Code of Conduct and the Code of Conduct for Victorian Public Sector Employees; able to perform the position without posing an unacceptable risk to the

occupational health and safety of other workers, or to oneself; able to perform the functions or tasks that are necessary to achieve the outcomes of the position; free of conflicts or prejudices that would prevent one from performing the duties of the position in an impartial way.

5. HSV's Leadership Capability Framework

Executive leaders

Executive leaders have a future-focused mindset and sound commercial acumen. They excel at collaboration and clear communication and have a track record of converting strategy into outcomes for HSV and our customers. With a safety-first mindset, they innovate and challenge those around them to collaborate and work efficiently to grow HSV whilst maintaining quality. They are resilient and resourceful leaders who role model HSV's Values. Executive leaders are active mentors and support people reaching their full potential.

Priority leadership capabilities for Executive leaders:

- Future-focused - Thinks ahead and evaluates opportunities, risks and leading practices and adopts a global perspective
- Commercial - Uses data and resources to deliver results, value and commercial outcomes
- Strategic thinker - Consolidates priorities, goals and opportunities into clear direction and adapts to changing circumstances
- Customer-focused - Understands customer needs and puts them at the centre of our decisions so we deliver exceptional service
- 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

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.