

Position	Procurement Commercial Lead
Reports to	Director Strategy and Enablement
Direct reports	Benefits Reports Lead and Benefits Reports Analyst
Band classification	VPS 6.1
Date approved	August 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 Procurement Commercial Lead role is responsible for providing commercial oversight, governance, benefits tracking, and analytical insights across a procurement expenditure portfolio of approximately \$6 billion.
- The role ensures that procurement outcomes are commercially robust, financially validated, and aligned with organisational objectives. Working closely with procurement teams, finance, executives, and key stakeholders, the Commercial Lead is accountable for validating procurement recommendations and expenditure impact analysis, measuring realised benefits, and identifying strategic sourcing and procurement improvement opportunities through detailed spend and market analysis.
- The position plays a critical role in strengthening commercial governance and ensuring procurement delivers sustainable value, efficiency, and performance outcomes across the organisation.
- 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

Commercial governance and validation

- Review, challenge and validate commercial aspects of procurement recommendations, tender evaluations, and contract award submissions.
- Provide independent commercial assurance on procurement outcomes prior to approval and contract execution.
- Assess financial assumptions, pricing methodologies, business cases, and value-for-money outcomes.
- Ensure procurement activities comply with relevant procurement policies, governance frameworks, and legislative requirements.
- Identify commercial risks and recommend appropriate mitigation strategies.

Benefits realisation and performance management

- Establish and maintain benefits reporting frameworks and tracking methodology and tools.

- b. Validate and approve reported procurement savings and benefits.
- c. Ensure consistency of methodology for calculating financial and non-financial procurement benefits.
- d. Monitor benefits delivery against approved business cases and sourcing strategies.
- e. Prepare executive-level reports on procurement performance and realised benefits.
- f. Drive continuous improvement in procurement performance measurement and reporting.

Spend analytics and opportunity identification

- a. Lead enterprise-wide spend analysis activities across the procurement portfolio.
- b. Identify sourcing leverage opportunities, supplier consolidation opportunities, demand management initiatives, and category management opportunities.
- c. Translate complex spending data into actionable commercial insights and recommendations.
- d. Support category planning and strategic sourcing initiatives through advanced data analysis.
- e. Monitor expenditure trends, compliance, supplier concentration, and market developments.
- f. Develop dashboards and reporting tools to support data-driven procurement decision-making.

Stakeholder engagement and influence

- a. Build strong working relationships with procurement, finance, operational leaders, and executive stakeholders.
- b. Collaborate with category managers and sourcing teams to improve commercial outcomes.
- c. Present commercial findings, insights, and recommendations to senior leadership forums.
- d. Influence stakeholders through evidence-based analysis and strategic commercial advice.
- e. Act as a trusted advisor on procurement performance, benefits measurement, and commercial governance matters.

Continuous improvement

- a. Drive improvements in procurement governance, reporting, analytics, and benefits realisation frameworks.
- b. Identify opportunities to improve procurement efficiency, transparency, and value generation.
- c. Support the development of procurement capability across the organisation.
- d. Contribute to strategic procurement transformation initiatives and operating model improvements

Health System Contribution

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

Health, safety and wellbeing (BeSafe)

- a. Builds a physical and psychological safety culture.
- b. Challenges people to think about safety challenges and scenarios in ways that they might not have considered before.
- c. Regularly recognises team members' achievement of high safety performance.
- d. Effectively and sustainably manages safety issues that arise in a timely manner.
- 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

- Identifies opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work.
- Role models collaboration and teamwork and sets an expectation for similar behaviour across HSV.
- Identifies opportunities to work with other teams to deliver outcomes.

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

- Tertiary qualification in Commerce, Accounting, Finance, Economics, Procurement, or a related discipline (mandatory)
- Chartered Institute of Procurement and Supply (MCIPS) qualification (desirable).
- Postgraduate qualifications in Finance, Procurement, Commercial Management, or Business Administration (desirable)

Experience

- Minimum 10 years experience in commercial, procurement, business performance, or a related discipline.
- Experience within healthcare, government, the public sector, or other complex regulated environments is highly desirable.
- Demonstrated experience managing large-scale procurement spend, commercial performance initiatives, or benefits realisation programs.
- Proven experience supporting executive decision-making through commercial, and strategic analysis and provide independent commercial advice, challenge, and assurance to support organisational decision-making.
- Demonstrated experience business case development and evaluation, cost modelling, pricing analysis, and validating procurement outcomes.
- Proven experience in contract review and ensuring commercial terms and conditions reflect desired procurement outcomes.
- Demonstrated experience establishing, implementing, and managing benefits realisation and tracking frameworks.
- Strong understanding of procurement lifecycle management, governance, and value-for-money principles.
- Advanced analytical skills with experience undertaking large-scale spend analysis and identifying strategic procurement opportunities utilising contemporary data analytics and visualisation tools.

- j. Highly developed communication, stakeholder engagement, and influencing skills, with the ability to build effective relationships across all organisational levels.
- k. Demonstrated experience working within complex governance frameworks, including the ability to identify commercial risks and develop practical mitigation strategies.
- l. Strong organisational skills with the ability to manage competing priorities, deliver high-quality outcomes, and work effectively in a complex and fast-paced environment.

Personal

- a. 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.
- b. Exceptional skills in collaboration, leadership, analytical problem solving and strong business acumen.
- c. Experience in solving complex problems in operations.
- d. Demonstrated experience in building relationships and negotiating and managing change.
- e. Strategic thinking and commercial acumen.
- f. Sound judgement and attention to detail.
- g. Excellent written and oral communication and presentation skills
- h. High levels of integrity and professional credibility.
- i. Commitment to continuous improvement and value creation.
- j. Commitment to HSV's values

5. HSV's Leadership Capability Framework

Senior leaders

Senior leaders are recognised collaborators with the ability to transition strategy into action. They maintain a focus on quality outcomes and understand the internal and external context and the need to balance long-term and short-term plans. They are authentic and encouraging leaders who support collaboration and innovation. They have an organisation-first mindset. Senior leaders deliver value for stakeholders, build high-performing, inclusive teams and celebrate success.

Priority leadership capabilities for senior 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.
- 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.

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.

Regular 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.