

Position Description

Position Title:	Lead - Procurement		
Reports to	Manager Risk and Governance		
Directorate:	Strategic Operations		
Business Unit	Risk and Governance		
Number of Direct Reports	nil	Budget Responsibilities	nil
EMPHN Classification	Band 4		

Reviewed by:	Megan McCreadie, HR Business Partner Corporate Services	Date:	21/09/2018
Approved by:	Jane Clarke Manager Risk and Governance	Date:	21/09/2018

About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities will be:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

Our four organisational values will underpin all work undertaken by EMPHN and our employees.



Leadership	<i>We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in health care.</i>
Understanding	<i>We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.</i>
Outcomes	<i>We are accountable for ensuring value for money for our communities, stakeholders and funding bodies. We focus on high impact, equitable health care solutions that increase efficiency and reduce waste</i>
Collaboration	<i>We enable those who touch the system to design the system through sharing knowledge, evidence and expertise. We work together across teams for shared outcomes.</i>

Purpose of Position

This position plays an important role within the Strategic Operations Directorate as the organisation lead responsible for EMPHN's procurement and contract management processes.

The position will work across the whole of the business to ensure that all procurement and contract management activity; is undertaken in accordance with EMPHN's Procurement, Risk Management and Commissioning policies and procedures; meets stakeholder expectations, delivers against our strategic priorities and is designed for the market to ensure we can demonstrate value for money commissioning outcomes.

A key priority will be to work with key internal stakeholders to implement improvements to current procurement, risk and commissioning processes that will result in more streamlined and efficient processes for staff that enables future information and systems integration.

In doing this the role will contribute to EMPHN achieving its strategic objective of being "A High Performing Organisation" and our quality objective "to ensure a focus on continuous improvement".

Key Relationships and Stakeholders

Internal

- The Executive and Management Teams in their role as Commissioners and approvers of procurement and contract management activities
- Board Secretariat in relation to procurement and contract governance and reporting
- All staff in their role as commissioners and users of the processes
- Executive Director Strategic Operations as Executive sponsor
- Manager Risk and Governance as the responsible manager

External

- Commissioner Service Providers in relation to strategic contract management and the commissioning process more generally
- Broader supply market as prospective tenderers, preferred providers and contractors
- External probity and legal advisors as subject matter experts
- Relevant legislative and regulatory bodies as they relate to procurement, risk and commissioning activities
- Other Primary Health Networks as a resource and network to identify and share common improvement opportunities

Accountabilities

Work with the Manager Risk and Governance to:

- Participate in EMPHN's commissioning process redesign project to help identify and implement improvements to current procurement, risk and commissioning processes that will result in more streamlined and efficient processes for staff and better information and systems integration.
- Ensure good probity and procurement governance, key risk mitigation strategies for EMPHN, remain integral to updated processes. This includes improving the quality of pre-qualification and commercial due diligence assessments provided to tender panels.
- Coordinate the review and updating of EMPHN's suite of contract templates with EMPHN's legal team and be the point of contact to coordinate all legal advice requests
- Identify and implement arrangements that improve the EMPHN's procurement and contract management activities with key stakeholders (e.g. umbrella agreements, preferred provider panels).
- Manage EMPHN's compliance register including compliance reporting and developing tailored compliance related material to assist staff in contract formation to ensure we meet our legislative obligations
- Other duties as reasonably required to meet the primary purpose of the position.

Team

- Participate in regular reviews of performance and demonstrate a willingness to close learning and capability gaps.
- Participate in regular team meetings and other organisational and stakeholder meetings as required.

Organisational

- Work towards the achievement of EMPHN Mission and Vision and the attainment of our key Strategic Priorities through collaborative ways of working across the business.

Position Description

- Comply with all EMPHN's policies and procedures
- Work in a manner which upholds EMPHN Values of **Leadership, Collaboration, Outcomes** and **Understanding**.
- Maintain strict confidentiality while employed at EMPHN, and at times thereafter, as to the organisation's membership list, data, operating procedures, procurement, risk, commissioning and financial and employee information.

Health and Safety

- Adhere to all EMPHN Health and Safety policies and procedures and any relevant legislation regarding health, safety and environment.
- Take all reasonable care for your own and other's Health and Safety.
- Take a proactive approach to EMPHN health and safety initiatives.

Qualifications

- Qualifications in procurement, contract management or a related discipline (law, commerce, or economics) together with relevant experience are required for the role.
- Experience applicable to the nature and role of the PHN as a company funded by government to deliver health sector reform in primary care would be highly desirable.

Knowledge, Skills & Experience

Essential

- Extensive experience in procurement and contract management in a commercial or related government setting.
- Strong understanding and ability to use associated electronic systems (electronic tendering, contract management and risk systems)
- Ability to work collaboratively within a team and partner with internal colleagues to deliver key corporate change projects and support colleagues to grow their capability
- Demonstrated ability to prioritise competing demands, exercise sound judgement and organise systems and procedures to guide work and track progress.
- Highly-developed interpersonal; communication and engagement skills and demonstrated capacity to develop and maintain effective working relationships with internal and external stakeholders and the Board
- Demonstrated ability to successfully support or lead improvement or change projects
- Demonstrated ability to adapt to changing requirements and expectations and ensure personal and organisational commitment in times of change and transition.

Desirable

- Current and comparable experience in continuous quality improvement and change management.
- Demonstrated experience and understanding of the primary health care environment.