

Position Description

Position Title:	Lead - Procurement		
Reports to	Manager, Strategic Commissioning, Planning and Reporting		
Directorate:	Strategic Operations		
Business Unit	Strategic Commissioning, Planning and Reporting		
Number of Direct Reports	0	Budget Responsibilities	0
EMPHN Classification	Band 4		

Approved by:	James Scott, Executive Director, Strategic Operations	Date:	28/05/2019
Next Review Date:	30 June 2020		

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 are:

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

Eastern Melbourne PHN (EMPHN) is responsible for multiple activities, projects and programs with the majority of funding derived from the Department of Health to facilitate health system improvement for people in eastern and north eastern Melbourne.

The role of the Procurement Lead is to ensure effective coordination and management of legislative compliance and procurement across the organisation. Key responsibilities include:

1. ensuring that all procurement and contract management activity is undertaken in accordance with EMPHN's Procurement, Risk Management and Commissioning policies and procedures and is designed for the market to ensure we can demonstrate value for money commissioning outcomes;
2. ensuring 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.
3. Lead the implementation of a new Contract Lifecycle Management (CLM) system across the organisation and be an internal "expert" and advisor on the new system ensuring that staff change their procurement practices to

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align with the new commissioning cycle and the new CLM system. This will also include the induction of new staff in EMPHN procurement processes and the CLM system.

4. Encourage continuous improvement in procurement processes, policies, systems and applications to increase EMPHN's operational effectiveness and contribute to achieving our strategic objective of being *A high performing organisation*.

Key Relationships and Stakeholders

- The Executive and Management teams
- External probity and legal advisers and quality assessors
- Relevant legislative and regulatory bodies

Accountabilities

Stakeholder and Relationship Management

- Proactively seek and build continuous, meaningful engagement with all relevant stakeholders.
- Work collaboratively and in a positive way across EMPHN to assist Managers in contract management and procurement processes.
- Educate the workforce on EMPHN procurement processes and practices through the development of guidelines, implementation of training and provision of day to day procurement advice.
- Work with the business to improve and, where possible, streamline , procurement process to ensure efficient utilization of resources and effective procurement is achieved.
- Work effectively with external probity and legal advisers to ensure that EMPHN has most accurate and up to date legal advice.

Improvement and Innovation

- Promote continuous improvements in quality and outcomes, particularly in the procurement process.
- Scan the external environment for opportunities to improve and innovate processes, policies, systems and applications to deliver productivity savings to EMPHN.
- Together with the Manager, Strategic Commissioning, Planning and Reporting, implement a Contract Lifecycle Management System.

Team

- Be a flexible and resilient team member, working to support collaboration and integration within the workplace.
- Undertake other duties, as reasonably required, to support the achievement of key organisational, directorate and team goals.
- 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.
- 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, financial and employee information.

Health and Safety

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- 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

- Relevant tertiary qualifications or experience in business, law, commerce or related discipline

Knowledge, Skills & Experience

- Experience in procurement and contract management practices and processes
- Continuous improvement experience in re-engineering process and integrating applications and systems
- Relationship building skills with a customer-service orientation to understand client needs and take appropriate action to develop strong and collaborative relationships with internal and external stakeholders.
- Integrity, judgement and maturity to ensure matters of a confidential or sensitive nature are handled appropriately.
- Strong verbal and written communication skills to influence stakeholders and enable ideas and opinions to be clear and enable the preparation of well-structured, accurate and concise communications.