

Position Title: Procurement and Contracts Officer

Campus: All

Directorate: Corporate Services

Department: Procurement and Contracts

Reporting to: Manager, Procurement and Contracts

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Grade 4 (HS4)

Enterprise Agreement: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement

Time Fraction: As per contract

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

To co-ordinate, support and participate in the preparation of compliant and best practice contracts, agreements and tenders using established Grampians Health practices pertaining to the procurement of goods and services for all departments of Grampians Health

KEY ACCOUNTABILITIES

Contracts

- Participate in the management and execution of all new and existing contracts and agreements maintaining effective relationships with suppliers and service providers
- Identify and explore positive solutions for areas and processes that require contract management
- Support and advise relevant contract owners in relation to the management of contracts specific to their disciplines and functionality
- Participate in the formation and evaluation of contractual key performance indicators with the understanding of demonstrating value and performance and liaison with contract owners.
- Oversee the status of all contracts

Tenders

- Provide procurement expertise to Grampians Health tender programs to complement the range of procurement including HealthShare Victoria activities
- Facilitate tender preparation including liaison with program managers, suppliers and third parties through to tender evaluation and contract execution
- Have a full understanding of probity requirements in relation to Grampians Health procurement activities

Systems

- Maintain a comprehensive understanding of local and external systems that underpin contractual and tendering frameworks
- Actively work to improve systemic processes that are utilised to enable contracts, tenders and other procurement activities
- Facilitate systems-based reporting of procurement and contractual activity
- Develop a knowledge of the organisational structure and processes in a public health environment

Compliance

- Maintain specialised knowledge of contractual and procurement compliance requirements including government legislation
- Develop, assist and support the formation and adherence to contractual and tendering procedures and policies
- Sustain knowledge of the Instrument of Delegation and ensure it is appropriately applied in the approval of all procurement activities
- Work proactively with HealthShare Victoria to access the benefits of centralised procurement
- Support compliance with all legislative requirements and provide advice on potential risk exposure

KEY SELECTION CRITERIA

Qualifications:

- Certificate IV or tertiary qualification in Business Management is desirable

Technical/Professional Knowledge and Skills

- Demonstrated high level skills and experience in project management, data analysis and stakeholder co-ordination
- Experience in working with tenders, contract management and procurement
- Knowledge of the key concepts of tender principles, probity requirements and financial practices, preferably for the public health sector
- Advanced knowledge and capability with technology and other procurement systems

Work Environment

- Ability to operate in an environment of change demonstrating adaptability and flexibility
- Demonstrated understanding of the strength of working in a small team, whilst having the capacity to work independently

Personal attributes

- Excellent interpersonal and communication skills across a range of internal and external stakeholders

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government COVID19 rules, protocols and orders
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check. Ongoing employment will be dependent on the provision of satisfactory checks

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to

provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.