



Position Title: Sourcing Officer

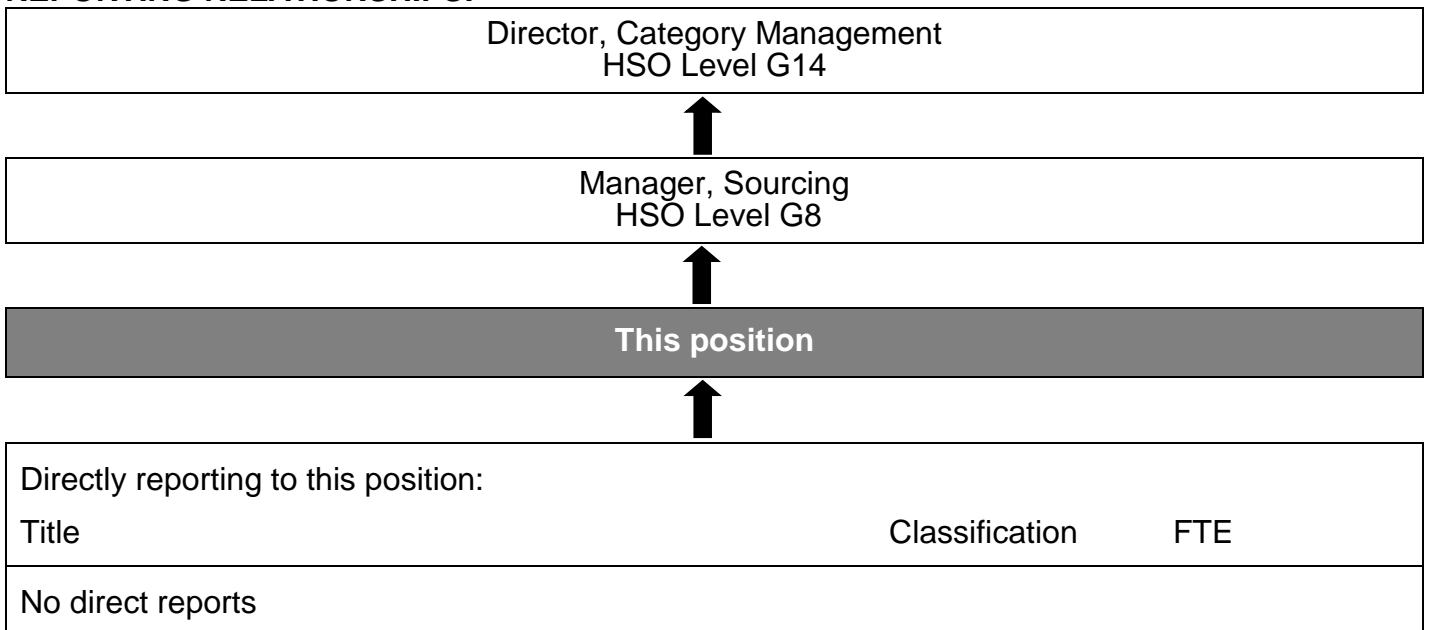
Classification	HSO Level G5
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Procurement and Supply
Function	Category Management
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Procurement and Supply Business Unit, the Sourcing Officer is responsible for:

- Managing the \$50-\$250k sourcing process and low complexity tenders in accordance with State Government Procurement policies and the WA health system Contract Management framework, for clients of HSS.

REPORTING RELATIONSHIPS:



ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA public health system. We provide a suite of services to more than 55,000 employees across WA's public health services and hospitals. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services, including payroll, recruitment and appointment, NurseWest and workforce data
- Financial services
- Delivery of customer-driven programs and projects

Our vision is to provide great services to our customers, be known as a valued partner, and support the health of all Western Australians. We seek to achieve this by delivering on our purpose of supporting our customers to provide excellent health care.

Whether you work in our corporate offices, at our customer sites, or out at our warehouses – collectively, our focus is on providing simple, reliable, responsive and sustainable services.

We are a workforce of over 1,400 innovative, dedicated and enthusiastic people. We embrace diversity and believe that our best services come from a workplace where varied perspectives and experiences are welcomed and encouraged.

We are undergoing a major business transformation to establish HSS as a modern shared services organisation and we're seeking the right people to grow our team.

It is an exciting time in the health sector and a defining period for HSS.

HSS VALUES



We put our customers at the heart of what we do



We value and care for each other



We promise, we own, we do



We will find a way



We make a difference together

Our values guide our behaviours and the way we interact with our customers and each other.

BUSINESS UNIT ROLE:

The HSS Procurement and Supply Business Unit is responsible for providing procurement and supply chain services across the WA health system, covering ICT, clinical and other health care-related business contracts. The services it provides include supply chain and distribution, supplier relationship management, contract management, and broader category management across procurement for the WA health system, as well as procurement analytics and oversight.

POSITION RESPONSIBILITIES:

HSS Participation (Self):

- Maintains a culture of putting customers at the heart of everything we do and demonstrates a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contributes to maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Facilitates the procurement process for contracts valued between \$50,000 and \$250,000 (incl. GST) and low complexity tenders > \$250k including planning, development and negotiation activities.
- Manages low risk contracts, and assists with medium risk contracts by assessing vendor performance against contract deliverables and agreed service levels to ensure contract compliance by vendors and internal service providers
- Liaises and consults with clients, contractors and internal staff to resolve contractual issues.
- Develops and maintains effective working relationships with internal and external stakeholders.
- Provides procurement advice to clients, contractors and suppliers on contracting matters.
- Maintains a client focus on service delivery including client contact and management.
- Builds alliances with stakeholders, interest groups, client agencies and within HSS to enable development, acceptability and achievement of the HSS's designated outcomes, and to promote the HSS's service capabilities.
- Supports the review and continuous improvement of procurement processes and procedures for relevant areas in accordance with the State Supply Commission Policy and procurement policies established by the Office of the Chief Procurement Office.
- Contributes to the HSS's strategic directions and business plans through maintenance of an awareness of best practice, trends and issues concerning the core functions of the branch, directorate and the HSS.
- Other duties as required.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Demonstrated experience in contract development and/or management of medium risk contracts or relevant project management experience.
2. Well-developed written and verbal communication skills with the ability to prepare and present procurement and technical documents.
3. Well-developed demonstrated analytical, research, problem solving and conceptual skills including initiative.
4. Good interpersonal and negotiation skills with the ability to liaise and consult effectively at senior levels within private and public sectors.
5. Demonstrated ability to work individually and in a team.
6. Demonstrated ability to organise and prioritise workloads and meet deadlines.

DESIRABLE CRITERIA:

1. Formal qualifications in an appropriate discipline.
2. Appropriate knowledge of the WA State Supply Commission Policies and guidelines.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 3.0	JDF Amended	31/08/2020	17/03/2023