



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	615799
Division:	Business Services	Title:	Regional Procurement and Contract Manager
Branch:	Procurement & Contract Management	Classification:	HSO Level G8
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Regional Director Classification: 604000 Position No: HSO Class 2	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title Manager Finance Regional Manager Health Information Director, PCM (G12) WA Country Health Service(WACHS) Influenced in the areas of WACHS strategy, compliance, Quality improvement, and performance associated with regional responsibilities.
Responsible To	Title: Director Business Services Classification: 605235 Position No: HSO Level 11	
This position	Title: Regional Procurement & Contract Manager Classification: HSO Level 8 Position No: 615799	

Positions under direct supervision:	Other positions under control:				
<table><tr><td>Position No.</td><td>Title</td></tr></table>	Position No.	Title	<table><tr><td>Category</td><td>Number</td></tr></table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Responsible for the oversight and management of the procurement and contract management function of the WA Country Health Service (WACHS) Midwest Region. Responsible for establishing the strategic direction and purpose of the procurement and contract management function for the WACHS Midwest Region. Responsible for the establishment and management of responsive, competent and effective contract management systems and processes within WACHS Midwest Region. Responsible for ensuring procurement and contract management compliance across the WACHS Midwest Region.

WA Country Health Service
Midwest

1 February 2019

REGISTERED

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health and the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do. Safe, high quality services and information at all times. Care closer to home where safe and viable. Evidence based services, partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	LEADERSHIP		10%
1.1	Provides leadership, direction and continuous improvement of procurement and contract management (PCM) performance for the Region.		
1.2	Contributes to the development and management of a robust and best practice PCM framework for commercial, community services, ICT and works contracts.		
1.3	Provides expert advice and support to the PCM executive lead, Regional Director, Regional Executive members and key stakeholders on the priorities, risks and implications and remedial strategies of implementing strategic PCM outcomes for the Region.		
1.4	Develops and implements the Region's strategic procurement plan and identifies opportunities to leverage procurement savings through aggregation and other opportunities.		
1.5	Coordinates and oversees the development of systems, processes and programs to increase PCM capacity and capability within the Region.		
2.0	PROCUREMENT		30%
2.1	Oversees and manages complex and high risk procurements in line with WA Country Health Service authority, including procurement business case preparation and planning, tender documentation and evaluation and contract formulation and award.		
2.2	Provides specialist advice on procurement development and management issues.		
2.3	Conducts business planning and scopes each allocated project, including identifying and progressing new contract development opportunities.		
2.4	Provides quality assurance for all procurements undertaken within the Region and provides advice and support to Regional personnel undertaking procurement activities.		
3.0	CONTRACT MANAGEMENT		30%
3.1	Manages high value and high risk contracts, ensures the development of contract management plans and maintains the Region's Contracts Register.		
3.2	Contributes to the development and maintenance of a best practice contract management framework for commercial, community services, ICT, and works contracts.		
3.3	Ensures resource allocation principles, including cost efficiency, effectiveness and quality are maintained in decision making and reflected in provider agreements.		
3.4	Establishes sound networks and negotiates, consults and manages relationships with providers and other key stakeholders to resolve issues associated with contractor and service provider performance.		
4.0	COMPLIANCE		20%
4.1	Ensures monitoring and evaluation mechanisms are developed and incorporated into provider agreements and services plans.		
4.2	Monitors and ensures compliance with Government, Department and Public Sector policy and processes and facilitates education and awareness where needed.		
4.3	Contributes to within WA Country Health Service, WA Health and whole of government policy development where appropriate.		
4.4	Responsible for the development, evaluation and implementation of policies as related to contract management.		
4.5	Maintains an expert awareness of relevant trends and issues in regional health service delivery.		
5.0	GENERAL		10%
5.1	Prepares working papers, briefing notes and draft responses to parliamentary questions, and ministerial and general correspondence.		
5.2	Represents WACHS Region on committees and other groups/meetings on specific contract management matters and other matters as appropriate.		
5.3	Participates in meetings and planning / consultative forums related to contract management.		
5.4	Undertakes other duties as directed.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Integrity, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Access Act and Confidentiality throughout the course of their duties.

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Section 5 – SELECTION CRITERIA

ESSENTIAL:

1. Substantial experience in providing procurement and contract management advice and undertaking high quality contract planning, formation and management activities.
2. Demonstrated project management and coordination skills and experience.
3. Highly developed interpersonal skills, including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
4. High level written communication skills with the ability to prepare high level contract documentation.
5. The ability to identify problems and to develop and implement effective solutions to complex issues.

DESIRABLE:

1. Possession of, or progress towards, tertiary qualification in a relevant field.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Considerable experience in a health environment including knowledge of the procurement of health programs and systems.
4. Experience in working in a cross cultural environment.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check Allowances <ul style="list-style-type: none"> • District allowance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date:
Manager

WA Country Health Service Midwest 1 February 2019 REGISTERED

Signature and Date:
Regional Director

WA Country Health Service Midwest 1 February 2019 REGISTERED

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

WA Country Health Service Midwest 1 February 2019 REGISTERED
