



HSS Registered

## Procurement and Contract Manager

Health Salaried Officers Agreement: Level G9

Position Number: 603295

Facilities Management & Infrastructure

Finance & Infrastructure / East Metropolitan Health Service (EMHS)

### Reporting Relationships

Director of Facilities Management & Infrastructure  
Award Level: HSO G13  
Position Number: 603019



Manager – Infrastructure, Planning and Strategy  
Award Level: HSO G TBC  
Position Number: TBC



**This Position**



Directly reporting to this position:

- Nil



Also reporting to this supervisor:

- Business Manager, HSO G9, FTE1
- Fleet and Leasing Coordinator HSO G6, FTE1

### Key Responsibilities

Responsible for the management and delivery of procurement and contract management requirements for the Facilities Management and Infrastructure Division. Provides management of the tender process and facilitates the efficient procurement of works, goods and services in accordance with the State Supply Commission and Health Service requirements.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Leadership

- 1.1 Provides leadership, direction and continuous improvement of procurement and contract management performance and practices for the Division.
- 1.2 Provides expert advice and support to the Director of Facilities Management and Infrastructure, Manager of Infrastructure, Planning and Strategy and Facilities Management and Infrastructure staff on procurement and contract management requirements.
- 1.3 Leads the development and implementation of Facilities Management and Infrastructure contracts in conjunction with the Facilities Management and Infrastructure Team.
- 1.4 Manages the negotiation and consultative processes with contractors and service providers.
- 1.5 Responsible for developing and implementing business improvement strategies and projects related to procurement and contract management and identifies opportunities to increase contractor quality of service and value for money for the Division and EMHS.
- 1.6 Manages the development of systems, processes and programs to increase procurement and contract management capacity and capability across the Division.

### 2. Procurement

- 2.1 Manages works, maintenance and repairs procurements including; procurement business case preparation and planning documentation, tender documentation and evaluation and contract formulation and award.
- 2.2 Provides specialist advice on procurement development and management issues.
- 2.3 Maintains and updates procurement records and systems and generates reports on procurement and contract activity to meet organisational compliance requirements.
- 2.4 Provides quality assurance for all procurement undertaken within the Division and provides advice and support to staff undertaking procurement activities.

### 3. Contract Management

- 3.1 Manages works, maintenance and repairs contracts including the development of contract management plans and maintains the division's Contracts Register.
- 3.2 Establishes contracting strategies and approaches for the Division to deliver value for money contract outcomes.
- 3.3 Researches and assess the risk and impact of high risk contracts for the EMHS Facilities Management and Infrastructure Division.
- 3.4 Undertakes quality assessment of contract documentation, develops key performance indicators for individual contracts and actively manages and monitors the performance of contractors to increase the quality of service and value for money.
- 3.5 Establishes sound networks and negotiates, consults and manages relationships with providers and other key stakeholders to resolve issues associated with contract and service provider performance.

### 4. Compliance

- 4.1 Ensures monitoring and evaluation mechanisms are developed and incorporated into contract agreements.
- 4.2 Monitors and ensures compliance with Government, Department and Public Sector policy and processes and facilitates education and awareness where needed.
- 4.3 Responsible for the development, evaluation and implementation of policies as related to infrastructure and facilities contract management.
- 4.4 Maintains an expert awareness of relevant trends and issues in procurement and contract management across WA Health.
- 4.5 Prepares briefings, reports, ministerial correspondence and analytical documents specific to procurement and contract management.

### **5. EMHS Governance, Safety and Quality Requirements**

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Actively participates in the peak performance program.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Adheres to the performance framework for procurement and contract management and oversees and promotes other staff in this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 5.5 Completes mandatory training (including safety and quality training) as relevant to the role.
- 5.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### **6. Undertakes other duties as directed.**

### Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

#### Essential Selection Criteria

1. Substantial experience at a senior management level in contract management formulation and undertaking high-quality contract planning, formation and management activities.
2. Substantial experience in managing medium to high complexity contracts with proven ability to manage and oversee contractor performance.
3. Highly developed interpersonal skills, including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
4. Excellent written communication skills with the ability to prepare high-quality procurement and contract documentation.
5. Demonstrated experience in project management and proven ability to implement and deliver business improvement strategies.
6. Demonstrated experience in working within a diverse team.

#### Desirable Selection Criteria

1. Knowledge of Procurement and Contract Management Guidelines in relation to works, maintenance and repairs contracts.
2. Possession of, or substantial progression towards, a tertiary qualification in a relevant field.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

#### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

### Certification

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

..... <b>Manager / Supervisor Name</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Dept. / Division Head Name</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>

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

..... <b>Occupant Name</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Effective Date</b>				

#### HCN Registration Details (to be completed by HSS)

..... <b>Created on</b>	..... July 2019	..... <b>Last Updated on</b>	..... July 2019
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