



HSS REGISTERED

Procurement Project Manager
Health Salaried Officers Agreement: HSO Level G10
Position Number: 115564
Special Projects
South Metropolitan Health Service

Reporting Relationships

Executive Director Special Projects
 Health Executive Service Grade B
 Position Number: 115544



Project Director
 HSO Level G12
 Position Number: 115569



This Position



Directly reporting to this position:

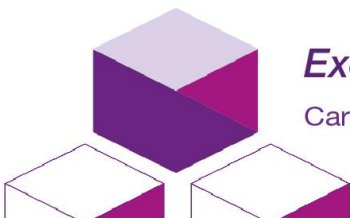
Title	Classification	FTE
• Project Officer	HSO G6	1 FTE

← Also reporting to this supervisor:

- Project Manager HSO G10, 1 FTE
- HR Manager, HSO G10, 1 FTE
- ICT Project Manager HSO G10, 1 FTE

Key Responsibilities

Leads and directs complex procurement and contract management of health service related projects, programs and resources ensuring effective use of resources and implementation and evaluation of outcomes. Conducts the performance monitoring and management of service contracts for the provision of health goods and services and supervises other staff in the performance monitoring and management of contracts. Provides advice on service contracting and the implementation of projects and initiatives.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Procurement, Leadership and Management

- 1.1 Provides leadership, direction and human resource management with staff.
- 1.2 Provides procurement leadership and management of strategies and initiatives related to implementing assigned business procurements.
- 1.3 Provides strategic procurement, management and leadership to complex procurements and investigates whole of SMHS issues.
- 1.4 Manages the business deliverables of procurement plans and deploys allocated resources including people, financial, physical and information to meet the business and procurement obligations, milestones and objectives.
- 1.5 In collaboration with the Project and Executive Director, participates in strategic procurement planning to ensure the provision of an integrated program and suite of projects.
- 1.6 Responsible for writing specifications for SMHS required services.
- 1.7 Participates in the development and implementation of the SMHS procurement and contract management policies and procedures.
- 1.8 Provides procurement and contract management strategic advice to the Project and Executive Director.
- 1.9 Develops system wide responses and advice on key procurement reforms, policies and initiatives impacting SMHS.
- 1.10 Prepares reports, working and briefing papers for the Project Director.
- 1.11 Responsible for the preparation of procurement documentation for the procurement of good, services and community services.
- 1.12 Responsible for the management of the procurement projects in consultation with key stakeholders, both internal and external, to ensure project outcomes are met.
- 1.13 Oversees all human resource management, recruitment and selection processes for the procurement team.
- 1.14 Provides strategic and specialist procurement and contract management advice and recommendations to the Project and Executive Director in relation to the outcomes and key decision points for procurement.
- 1.15 Ensures change management plans are developed and implemented to foster the successful implementation of project objectives.

2. Risk Management and Compliance

- 2.1 Develops detailed procurement implementation plans including comprehensive risk analysis and updates plans regularly.
- 2.2 Initiates ongoing cyclic reviews for procurement investment priorities, and ensures control & compliance mechanisms are in place.
- 2.3 Responsible for reporting on the procurement plan, human, physical and financial resources to the Project Director.
- 2.4 Ensure relevant procurement documentation and information management standards are met in line with SMHS and WA Health policy.
- 2.5 Develops and delivers a program of quality assurance activities in line with procurement.
- 2.6 Prepares reports, working and briefing papers, presentations, procurement plans including aspects of risk management and compliance.

3. Consultation and Stakeholder Management

- 3.1 Operates as the main contact point for internal and external stakeholders in the procurement development and planning process.
- 3.2 Provides expert advice to the Project and Executive Director and key stakeholders on the priorities, risks and implications, and remedial strategies of implementing the procurement project outcomes across SMHS.
- 3.3 Chairs evaluation panels and convenes and participates on relevant committees and participates in forums, working and discussion groups to identify and resolve issues relating to the development and implementation of procurement projects.
- 3.4 Builds strategic alliances with stakeholders across SMHS to enable development, acceptability and achievement of the projects designated outcomes.
- 3.5 Strong working relationships are initiated, developed and maintained in order to effectively liaise, consult and negotiate with internal and external stakeholders.
- 3.6 Leads and advises on key project management strategies, and facilitates change management activities, with project sponsors and managers, SMHS executives and other key stakeholders within SMHS.
- 3.7 Represents SMHS in relevant committees, high level forums and discussions to resolve project issues and risks, and to promote SMHS' interests and projects.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Ensures as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated highly developed procurement skills with substantial experience and expertise in managing complex projects and change management systems and tools including demonstrated procurement, resource and financial management skills.
2. Demonstrated advanced knowledge and understanding of contract governance requirements for non-government and commercial organisations.
3. Demonstrated and proven leadership and management abilities and highly developed planning and organisation skills with a demonstrated ability to lead and manage people and promote an effective team working environment.
4. Demonstrated well-developed communication and interpersonal skills with strengths in relationship building, consultation and negotiation and a demonstrated capacity to successfully facilitate change.
5. Demonstrated highly developed conceptual, analytical and problem solving skills, negotiation skills, with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex procurement problems.
6. Demonstrated success in building strategic relationships between industry, Government and community in the procurement of goods and/or services.

Desirable Selection Criteria

1. Considerable relevant experience in a health environment including extensive knowledge of the procurement of health programs and systems.
2. Tertiary qualifications in a relevant discipline.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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.

..... Manager / Supervisor Name Signature or HE Number Date
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..... Dept. / Division Head Name Signature or HE Number Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name Signature or HE Number Date
..... Effective Date			

HSS Registration Details (to be completed by HSS)

Created on December 2018	Last Updated on January 2020
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