



HSS Registered

Compliance Manager – Procurement, Infrastructure and Contracts

Health Salaried Officers Agreement: Level G-7

Position Number: 008335

Procurement, Infrastructure and Contract Management

North Metropolitan Health Service

Reporting Relationships

Executive Director Procurement, Infrastructure and Contract Management
HES Level: Grade C - Corporate
Position Number: 007997



Manager Corporate and Finance
HSO Level: G-10
Position Number: 008155



This Position



Also reporting to this supervisor:

- Finance and Business Officer, HSO G-8, 1.0 FTE
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Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- N/A

Prime Function / Key Responsibilities

Develops, implements and manages the compliance management program for the North Metropolitan Health Service (NMHS) Procurement, Infrastructure and Contract Management (PICM) Division. Leads the coordination, development, monitoring and reporting of PICM accreditation and certification programs. Leads the development and implementation of policies, procedures and programs to ensure NMHS compliance with legislative and regulatory requirements governing PICM activities.

Brief Summary of Duties

1. Compliance

- 1.1 Develops, implements and maintains central registers and databases to ensure organisational compliance with legislative and regulatory requirements governing PICM activities.
- 1.1 Monitors and evaluates the effectiveness of PICM plans, programs and policy by analysis and reporting of performance on compliance indicators to relevant governance committees.
- 1.2 Works collaboratively with senior PICM staff and other key stakeholders to identify specific corporate and operational compliance issues and risks, and supports the development of mitigation strategies.
- 1.3 Leads the coordination, development, monitoring and reporting of PICM accreditation and certification programs.
- 1.4 Provides an advisory service to senior PICM staff and other stakeholders in relation to legislative compliance requirements governing PICM activities.
- 1.5 Liaises with external agencies, as appropriate, in relation to compliance practices and tools.
- 1.6 Maintains awareness of issues and professional skills to an appropriate standard in relation to professional auditing, risk practices and standards to undertake duties.
- 1.7 Supports the PICM Division in the preparation and submission of compliance papers and reports.
- 1.8 Initiates, develops and delivers staff education programs to support and promote compliance with legislative and policy obligations governing PICM activities.

2. Risk Management

- 2.1 Develops and implements the NMHS PICM area wide approach to risk management; manages and maintains the overarching NMHS PICM Risk Register.
- 2.2 Facilitates the identification, assessment and treatment of corporate risks within PICM.
- 2.3 Implements and monitors relevant policies and procedures and ensures PICM compliance with the NMHS Corporate Risk Management Framework and WA Health Policy Frameworks.
- 2.4 Coordinates training to support PICM staff in identifying, assessing and managing risks in accordance with risk management methodology.

3. Governance and Policy

- 3.1 Coordinates, develops, implements and evaluates integrated governance systems and practices to ensure PICM activities meet appropriate governance, safety and quality improvement obligations in accordance with legislative and policy requirements.
- 3.2 Reviews and updates relevant compliance, accreditation, audit and risk policies and procedures specific to procurement, contracting, leasing and works environments.
- 3.3 Leads the development and ongoing review of PICM procedures and guidelines to ensure they appropriately reflect legislative and regulatory requirements.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North 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. Substantial experience in managing and monitoring legislative compliance in a complex organisational environment.
2. Demonstrated experience in risk management and planning, policy and process development.
3. Excellent interpersonal, verbal and written communication skills with a proven ability to establish networks and communicate effectively at all levels.
4. Demonstrated knowledge and understanding in governance systems and processes applicable to procurement, works, contracting and leasing functions in the Public Sector.
5. Advanced conceptual, analytical and research skills as well as project planning and coordination skills.
6. Demonstrated computing skills and experience in use of Microsoft Office suite of products and relevant databases.
7. Demonstrated experience in continuous improvement principles and their application.

Desirable Selection Criteria

1. Relevant experience in a large organisational setting or health care environment.
2. Relevant experience in planning and implementing risk management systems in a multidisciplinary team environment.
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.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: