



HSS REGISTERED

Director Business and Governance (RV)

Health Salaried Officers Agreement: G-13

Position Number: CG008726

Procurement, Infrastructure and Contract Management

North Metropolitan Health Service

Reporting Relationships

Chief Executive, NMHS
 Position Number: CG000001



Executive Director, Procurement, Infrastructure
 and Contract Management
 HSO Level: HES Grade B - Corporate
 Position Number: CG007997



This Position



Also reporting to this supervisor:

- Director Ops Management, G-TBD
- Area Dir. Infrastructure Dev., G-12
- Area Director FM, G-12
- Area Director Property & Contract Mgmt, G-11
- Project Director, Joondalup Redevelopment Project G-12
- Project Director WNSRP G-12
- Project Director Transformation G-11
- Executive Assistant, G-4

Directly reporting to this position:

Title	Classification	FTE
Principal Contract Mgr	HSO G-11	1.0
Principal Procurement Manager	HSO TBD	1.0
Manager Performance & Compliance	HSO TBD	1.0
Manager, Projects	HSO TBD	1.0

Other positions under control

- Various

Prime Function / Key Responsibilities

Provides strategic oversight, accountability and leadership in relation to business development and change, strategic planning, performance, governance frameworks and processes, and program initiatives across whole of Procurement, Infrastructure and Contract Management (PICM) operational budget (\$70m, excluding contracts). Provides oversight, governance and accountability for the core functions of Procurement and Contract Management functions across North Metropolitan Health Service (NMHS) as a whole. Drives improvements and change to the PICM business model and as such required to lead change through structured change/project management methodologies (approximately FTE 350).

Leads the development and delivery of NMHS PICM Corporate Service functions, including Finance and Budget Management, Compliance, Audit and Risk, Policies, Procurement, Contract Management, Performance Reporting and Special Projects.

Brief Summary of Duties

1. Leadership and Performance Management

- 1.1 Leads and directs high level strategic and operational oversight of all PICM Corporate Services, including Finance and Budget Management, Audit and Risk Analysis, Compliance, Procurement, Contract Management, Policy Development, Performance Reporting and Change/Improvement projects.
- 1.2 Leads and directs effective planning, monitoring and review of all PICM Corporate Service functions, and including all Procurement and Contract Management activities across the NMHS, within allocated resources and in compliance with relevant policies, procedures and legislation to achieve effective corporate governance and business continuity and performance.
- 1.3 Develops and implements models and strategies to provide comprehensive and integrated governance and performance reporting systems, including developing and implementing KPIs, across all PICM's Corporate Service and other core functions. Ensures compliance with NMHS and PICM governance frameworks.
- 1.4 Provides leadership and expertise on all aspects of improving compliance and performance and in the development of comprehensive risk analysis and governance frameworks, change management and benefit analysis, to enable evaluation of PICM's Corporate Service functions.
- 1.5 Contributes to the development and decision making of the wider PICM directorate, actively leading and promoting organisational cultural change.
- 1.6 Leads the evaluation, monitoring and reporting of PICM service delivery performance, including financial and budgetary considerations, to ensure that NMHS meets its performance targets and objectives
- 1.7 Develops, implements and evaluates strategies to achieve highest possible levels of service delivery and performance from all PICM functional streams, to foster a culture of continuous improvement, collaboration and good governance practices.
- 1.8 Communicates a consistent, clear and engaging vision and strategy to employees, including developing and supporting staff, regarding business and governance development and direction to make meaning of the vision and strategy for their own work area
- 1.9 Continually scans the external environment for best practice trends and is highly responsive to the values, perceptions and needs of Government, stakeholders and the community.
- 1.10 Positively and proactively drives change, including leading related projects, and transformation of compliance, audit and risk and performance reporting functions within PICM using structured change methodologies.
- 1.11 Fosters innovative and creative thinking and solutions, within an environment of transparency and accountability.
- 1.12 Drives the achievement of individual and collective team goals to foster continued service improvement.
- 1.13 Provides leadership and direction in human resource management in the designated areas of responsibility.

2. Consultation and Stakeholder Management

- 2.1 Establishes and maintains positive working relationships in order to effectively liaise and negotiate with internal and external stakeholders, including local and state Government agencies.
- 2.2 Fosters teamwork and collaboration within all services cultivating and sustaining a positive working environment that reflects NMHS values.
- 2.3 Provides leadership, advice, guidance and direction to all PICM staff to facilitate the effective interface between the service provider and the customer.

- 2.4. Represents PICM in business and professional dealings, and on committees, high level forums and discussion groups to resolve issues relating to PICM's corporate support functions.
- 2.5. Proactively drives and influences business performance and governance in all areas of PICM, analyses and reports on outcomes and provides solutions for improvements.
- 3. NMHS Governance, Safety and Quality Requirements**
 - 3.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
 - 3.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
 - 3.3. 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.
 - 3.4. Completes mandatory training (including safety and quality training) as relevant to role.
 - 3.5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 3.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 4. Other**
 - 4.1 Leads and directs special assignments/projects across all of PICM's core functions.
- 5. Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Proactive shaping of strategic thinking in the context of implementation of corporate governance and risk management frameworks, policies and processes. Inspires a sense of purpose and direction, focusses strategically and harnesses strategic opportunities.
2. Demonstrated leadership in significant business change/project management using established methodologies/structures, ensuring that resources including financial, human, physical, technological and information requirements are available resulting in sustainable and enduring change
3. Demonstrated ability and experience, across multiple functional business streams, in the development, implementation and delivery of corporate governance frameworks and performance monitoring and reporting systems that bring about effective change focused on achieving results and services consistent with customer needs and defined quality expectations.
4. Excellent verbal, written and interpersonal communication skills that demonstrate the ability to establish networks and communicate effectively together with the ability to provide constructive, objective and impartial advice to stakeholders.
5. Demonstrated negotiation and influencing skills with a proven capacity to promote and drive a work environment that empowers, motivates and develops employees in a way that achieves significant improvements in workplace culture as a consequence.
6. Proven conceptual, analytical and problem-solving skills with the capacity to recognise opportunities to enhance service delivery and capitalise on these through effective change strategies.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. A tertiary qualification in a relevant discipline would be highly regarded.
2. Sound understanding of an operational environment within a WA health service context.

Appointment Prerequisites

Appointment is subject to:

- Provision of 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

Dept./Division Head

Position Occupant

Name:

Signature/HE:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Created on September 2021

Last Updated on September 2021

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