



**HSS REGISTERED**

**Procurement and Contract Manager**

**Health Salaried Officers Agreement: Level G-7**

**Position Number: 603472**

**Finance and Infrastructure, East Metropolitan Health Service (EMHS)**

**Reporting Relationships**

Manager Infrastructure  
Award Level: HSO G-10  
Position Number: 00603019



Manager Procurement and Contract Management  
Award Level: HSO G-9



**This Position**



Directly reporting to this position:

Title	Classification	FTE
Nil		

Also reporting to this supervisor:

**Key Responsibilities**

Undertakes procurement and contract administration activities for East Metropolitan Health Service (EMHS) Facilities Management (FM) and Infrastructure team. Facilitates and / or manages end to end works procurement processes for low to medium value and low to medium/high risk repairs and maintenance, minor works and capital works.

Undertakes all duties in compliance with WA Procurement Rules and *Procurement Act 2020*, Department of Health (DoH) Procurement and Contract Management Policies, EMHS Procurement and Contract Management Policies and EMHS Delegations and Authorisation Schedules as updated from time to time.

## 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

### 1. Procurement Planning

- 1.1 Provides specialist procurement advice on department wide low to medium value/risk maintenance, capital works and minor works procurements.
- 1.2 In conjunction with FM and project staff, prepares procurement planning documentation including business cases and undertakes risk assessments to identify and address project and contract risks.
- 1.3 Compiles complex forecast expenditure models for future maintenance procurements in conjunction with FM staff.
- 1.4 Monitors expiry dates for maintenance contracts to ensure extension options are exercised within the required timeframe.

### 2. Contract Formation / Procurement

- 2.1 In conjunction with FM and project staff, prepares comprehensive procurement documentation for low to medium value and low to medium-high risk procurements, ensuring tender documentation reflects operational and project needs
- 2.2 Assists with goods and services procurements from Department of Finance Common Use Arrangements (CUA).
- 2.3 Responsible for advertising tenders, issuing and publishing addenda and updating contract award details on Tenders WA.
- 2.4 Prepares material for tender briefings and participates in tender briefing and debrief sessions.
- 2.5 Administers and facilitates the evaluation of tender responses and preparation of evaluation reports and submits to review committees where required.
- 2.6 Undertakes reference checks and due diligence activities, participates in negotiation activities and prepares relevant correspondence.

### 3. Contract Administration and Management

- 3.1 Responsible for the preparation of contract management plans and variations.
- 3.2 Assists with contract reviews and participates in contract management meetings as required.
- 3.3 Maintains complete procurement and contract management records.
- 3.4 Contributes to the resolution of contractual and service delivery issues and disputes.

### 4. Compliance Monitoring and Reporting

- 4.1 Undertakes all duties in compliance with WA Procurement Rules, DoH Procurement and Contract Management Policies, EMHS Procurement and Contract Management Policies and EMHS Delegations and Authorisation Schedule, as updated from time to time.
- 4.2 Monitors and reports on EMHS FM procurement and contract management progress.

### 5. Other

- 5.1 Actively contributes to a process of continuous improvement in all aspects of procurement and contract management.
- 5.2 Liaises with external stakeholders and obtains advice and approvals as required.
- 5.3 Prepares briefing notes and other correspondence as required.
- 5.4 Undertakes other duties as required.

### 6. EMHS Governance, Safety and Quality Requirements

- 6.1 Participates in the maintenance of a safe work environment.
- 6.2 Actively participates in the Peak Performance program.
- 6.3 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 6.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5 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.

## 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. Demonstrated understanding of end to end procurement processes and significant experience in a dedicated procurement role in a complex organisation.
2. Highly developed interpersonal skills, including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
3. Demonstrated well developed conceptual, analytical and investigation skills with the ability to solve problems in a time critical environment.
4. Excellent written communication skills with the ability to prepare high level contract documentation.
5. Proven ability to work autonomously and in a team environment, plan, prioritise and organise workloads to meet agreed timeframes.

### Desirable Selection Criteria

1. Experience in a dedicated State Government procurement role.
2. Tertiary degree qualifications in a relevant discipline.
3. Works procurement experience.

### 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

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>			
_____ <b>Manager / Supervisor Name</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>
_____ <b>Dept. / Division Head Name</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>
<b>Date</b>			
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>			
_____ <b>Occupant Name</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>
_____ <b>Effective Date</b>			
<b>HSS Registration Details (to be completed by HSS)</b>			
_____ <b>Created on</b>	_____ <b>Last Updated on</b>	December 2021	