



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		Position No:	616866
Division:	Midwest	Title:	Procurement and Contract Management Officer
Branch:	Business Services	Classification:	HSO Level G6
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Director Business Services</td></tr> <tr><td>Classification:</td><td>HSO Level G11</td></tr> <tr><td>Position No:</td><td>605235</td></tr> </table>	Title:	Director Business Services	Classification:	HSO Level G11	Position No:	605235	<p>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</p> <table border="1"> <tr><td><u>Title</u></td></tr> </table>	<u>Title</u>
Title:	Director Business Services								
Classification:	HSO Level G11								
Position No:	605235								
<u>Title</u>									
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Responsible To	<table border="1"> <tr><td>Title:</td><td>Regional Procurement and Contract Manager</td></tr> <tr><td>Classification:</td><td>HSO G8</td></tr> <tr><td>Position No:</td><td>615799</td></tr> </table>	Title:	Regional Procurement and Contract Manager	Classification:	HSO G8	Position No:	615799		
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Positions under direct supervision:	← Other positions under control:																
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Position No.	Title							<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Category	Number						
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Section 3 – KEY RESPONSIBILITIES

Responsible for managing a portfolio of procurements and contracts. Provides specialist advice, support, guidance, and direction on a range of procurement, contract management compliance and associated matters.

Manages contracts and contract renewal, where the WA Country Health Service funds providers to provide health services and goods in line with regional service specifications and reporting requirements, managing contract compliance and monitoring and

WA Country Health Service
Midwest

15 February 2022

REGISTERED

TITLE	Procurement and Contract Management Officer	POSITION NO	616866
		CLASSIFICATION	HSO Level G6



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to

improve care.

<p>WA Country Health Service Midwest</p> <p>15 February 2022</p> <p>REGISTERED</p>
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CONTRACT DEVELOPMENT		30
1.1	Development of a range of assigned contracts; including procurement planning, tender documentation and evaluation and contraction formulation, negotiations and implementation.		
1.2	Provides specialist advice on contract development to colleagues, clients, contractors and suppliers.		
1.3	Ensures relevant procurement documentation complies with Government legislation and policy and WA Health and WACHS policy.		
1.4	Contributes to the preparation of business cases, funding submissions and complex procurements.		
2.0	CONTRACT MANAGEMENT		50
2.1	Manages a portfolio of contracts, including the development of contract management plans.		
2.2	Develops and maintains effective working relationships with internal and external stakeholders.		
2.3	Provides contract management advice.		
2.4	Maintains and monitors contract key performance indicators, evaluating and reporting on contractor performance as required.		
2.5	Ensures that the procurement processes undertaken comply with relevant legislative and policy requirements.		
3.0	GENERAL		20
3.1	Participates in the development and maintenance of best practice contract management framework.		
3.2	Prepares working papers, briefing notes and draft responses to parliamentary questions, and ministerial and general correspondence.		
3.3	Supports the development, implementation and evaluation of associated policies and procedures.		
3.4	Represents WACHS on committees and other groups/meetings on specific contract management matters and other matters as appropriate.		
3.5	Participates in meetings and planning/consultative forums related to procurement and contract management.		
3.6	Participates within a customer-focused culture based on established values and behaviours, and a team-based approach to achieving the outcomes of the team.		
3.7	Other duties as directed.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated experience in contract development and / or contract management.
2. Demonstrated knowledge of Government procurement and contract management policies, issues and strategic directions.
3. Well-developed communication skills, including the ability to prepare procurement and technical documents.
4. Well-developed interpersonal and negotiation skills, with the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
5. Demonstrated research, analytical and problem solving skills.
6. Demonstrated ability to identify problems, and to develop and implement effective solutions to complex issues

DESIRABLE

1. Experience in working in a cross cultural environment
2. Possession of, or progress towards, tertiary qualifications in a relevant field
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check Allowances <ul style="list-style-type: none"> • District allowance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date:
Manager



Signature and Date:
Regional Director



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

Name	Signature	Date Appointed	Date Signed

