



HSS Registered

Manager Contracts
Health Salaried Officers Agreement: HSO Level G10
Position Number: 115338
Contract Management and Procurement
South Metropolitan Health Service (SMHS)

Reporting Relationships

Executive Director Contract Management
 HSO Level: HES Grade B
 Position Number: 115193



Director Procurement and Contract Management
 HSO Level: G-12
 Position Number: 115951



This Position



Directly reporting to this position:

Title	Classification	FTE
• Contract and Procurement Manager	HSO Level G8	1.0
• Senior Contract Officer	HSO Level G6	3.0

Also reporting to this supervisor:

- Product Liaison Officer, Level G-8, 2.0 FTE

Key Responsibilities
 Provides leadership and manages all aspects of the operation of SMHS Contract Management and Procurement. Conducts procurement activities and the performance monitoring and management of high risk, high value complex strategic contracts for the provision of health services to the public; and supervises staff in the procurement and performance monitoring and management of Private Sector contracts. Works with other areas of SMHS, providing advice on contracting of health services.

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties

1. Leadership and Management

- 1.1 Manages physical, financial and human resources, including business deliverables of ad hoc projects.
- 1.2 Manages the negotiation and consultative processes with service providers.
- 1.3 Actively contributes to the strategic direction and continuous improvement of the organisation and directorate.
- 1.4 Provides leadership and high-level support and expertise in best practice procurement and contract management activities.
- 1.5 Ensures that risks are identified and managed appropriately.

2. Contract Management

- 2.1 Responsible for the performance monitoring and management of high risk, high value, complex strategic contracts and directs and manages staff in relation to:
 - Monitoring and reviewing performance of contracts and agreements including: compliance with contractual obligations, agreed service levels and key performance indicators.
 - All aspects of contract management including: contract management plans, contract closure, variations, extensions, abatements, disputes and commercial processes.
 - Formulation and application of agreed management plans for remediation of performance shortfalls.
 - Facilitation of meetings between providers and the health service, scheduled and ad-hoc.

3. Contract Development

- 3.1 Undertakes procurement of and variations to contracts and directs and manages staff in relation to:
 - Identification of client needs and the development of provision options, including clinical services.
 - Conducting cost-benefit analyses.
 - The procurement process including: procurement planning, scope development, tender documentation, evaluation process, contract formation and implementation.
 - Monitoring compliance with contractual and procurement policy requirements.
 - Directing and participating and supporting a range of negotiating teams in the negotiation process.

4. Provision of advice related to Procurement and Contract Management and other contractual arrangements.

- 4.1 In the context of advanced knowledge of past procurement processes and contractual performance, provide expert advice on:
 - The development of complex contracts.
 - Available choices at service provision termination (extend, renew, cease etc.).
 - Conduct extensive reviews of and report on contract performance.
 - Provide reflective assessment of contract evaluation.

5. SMHS Governance, Safety and Quality Requirements

- 5.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 5.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

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- 5.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
 - 5.4 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.
 - 5.5 Completes mandatory training (including safety and quality training) as relevant to role.
 - 5.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.
- 6. Undertakes other duties as directed.**

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

Essential Selection Criteria

1. Substantial experience in procurement and contract management of performance based service delivery contracts in a complex organisational environment.
2. Excellent interpersonal, verbal and written communication skills including negotiation skills.
3. Excellent problem solving skills including conceptual and analytical ability.
4. Demonstrated research and evaluation skills with a qualitative and quantitative component.
5. Considerable experience in providing a senior leadership role to staff regarding contract development and contract management.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Tertiary Qualifications in a relevant discipline.
2. Experience in the monitoring, and evaluation of performance against service delivery plans for health related contracts.

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.