



Job Description Form

Community | Compassion | Quality

Integrity | Equity | Curiosity

Position Title

Position number: 615158

Contract Manager

Innovation and Development

Improving the quality of care delivered to country communities in the here and now.
Planning for a future where we unlock the transformative potential of new and emerging health care technologies and opportunities.

About the WA Country Health Service

Our Strategic Priorities



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.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Directorate overview

Procurement and Contract Management supports WACHS in all areas of procurement and contract management, including providing governance, support and advice, developing and managing strategic contracts and providing input into Whole of Health clinical contracts.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

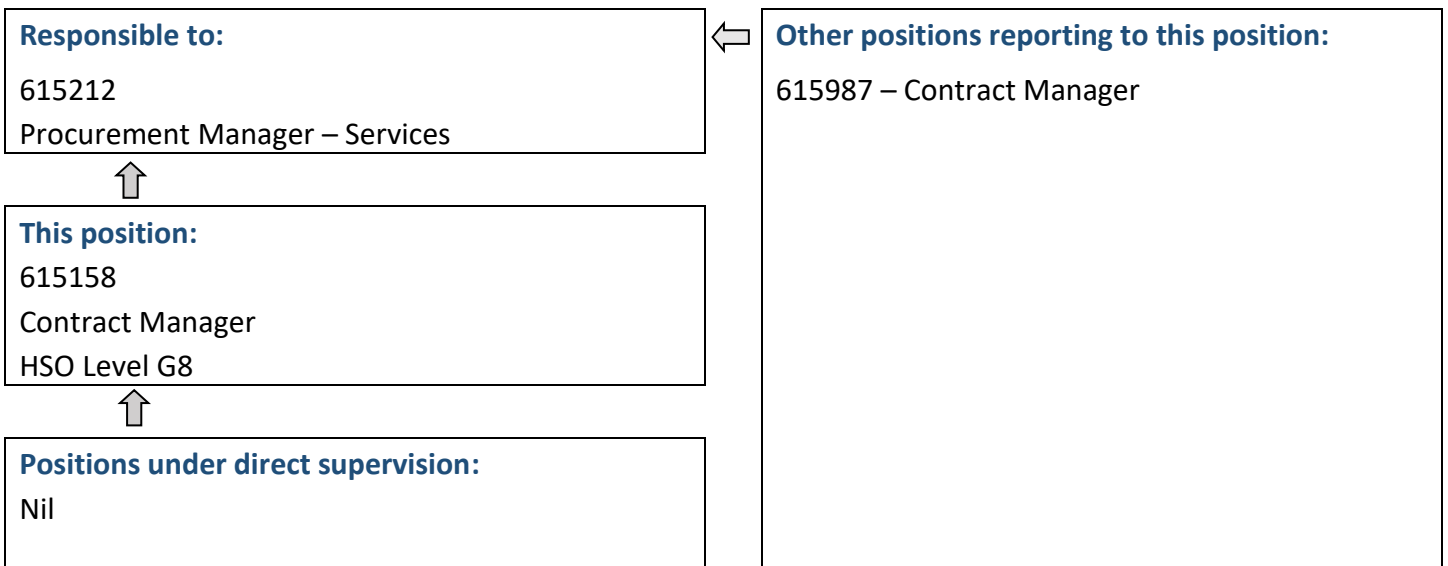
Position Details

Position Number:	615158	Registration Date:	06 January 2023
Classification:	HSO Level G8	Location:	Central Office
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Innovation and Development – Procurement and Contract Management		

Position Overview

Oversees the management of commercial procurement and community services and contracting with WACHS. Manages contracts and contract renewal, where WA Health funds commercial/for-profit providers and non-government organisations to provide health services and goods, including negotiating service specifications and reporting requirements, managing contract compliance and monitoring and reviewing contract performance.

Reporting Relationships



Key Duties/Responsibilities

1. Leadership

- 1.1. Contributes to the leadership and direction of the Unit and continuous improvement of the Unit's performance.
- 1.2. Contributes to the development and maintenance of a best practice contract management framework.
- 1.3. Assists the Director in providing expert advice to WACHS Executive and key stakeholders on the priorities, risks and implications, and remedial strategies of implementing the procurement project outcomes across WACHS.

2. Contract Development

- 2.1. Develops complex and high risk contracts; including procurement planning, tender documentation and evaluation and contraction formulation and implementation.
- 2.2. Provides specialist advice on contract development and management issues.
- 2.3. Conducts business planning and scopes each allocated project, including identifying and progressing new contract development opportunities
- 2.4. Translates strategic investment plans into annual service plans for, localities, populations, non-government organisations and clinical programs.

3. Contract Management

- 3.1. Manages High Value, High Risk contracts, including the development of contract management plans.
- 3.2. Contributes to the development and maintenance of a best practice contract management framework for commercial and community services
- 3.3. Ensures resource allocation principles, including cost efficiency, effectiveness and quality are maintained in decision making and reflected in provider agreements.
- 3.4. Establishes sound networks and negotiates, consults and manages relationships with providers and other key stakeholders.
- 3.5. Develops health investment plans for portfolios, which incorporate WACHS strategic plans, and address localities and regional populations

4. Compliance Monitoring

- 4.1. Maintains expert awareness of relevant trends and issues in regional health service planning, and delivery.
- 4.2. Ensures monitoring and evaluation mechanisms are developed and incorporated into provider agreements and service plans.
- 4.3. Monitors and ensures compliance with Government, Department and Public Sector policy and processes and facilitates education and awareness where appropriate.
- 4.4. Contributes to whole of health and whole of government policy where appropriate.
- 4.5. Responsible for the development and implementation of policies as related to contract management.
- 4.6. Analyses and advises on health and operational policy as it impacts on portfolios

5. General

- 5.1. Prepares working papers, briefing notes and draft responses to parliamentary questions, and ministerial and general correspondence.
- 5.2. Supports the development, implementation and evaluation of associated policies and procedures.
- 5.3. Represents the WACHS on committees and other groups/meetings on specific contract management matters and other matters as appropriate.
- 5.4. Participates in meetings and planning/consultative forums related to contract management.

6. Other

- 6.1. Other duties as required.



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Substantial experience in providing procurement advice, contract management, contract formulation and tender analysis.
2. Demonstrated leadership and management skills and experience.
3. Highly developed interpersonal communication skills, including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
4. High level written communication skills with the ability to prepare high level contract documentation.
5. The 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, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check

WA Country Health Service –
Central Office

6 February 2023
REGISTERED

