

Position Title: Director, Office of the Chief Procurement Officer

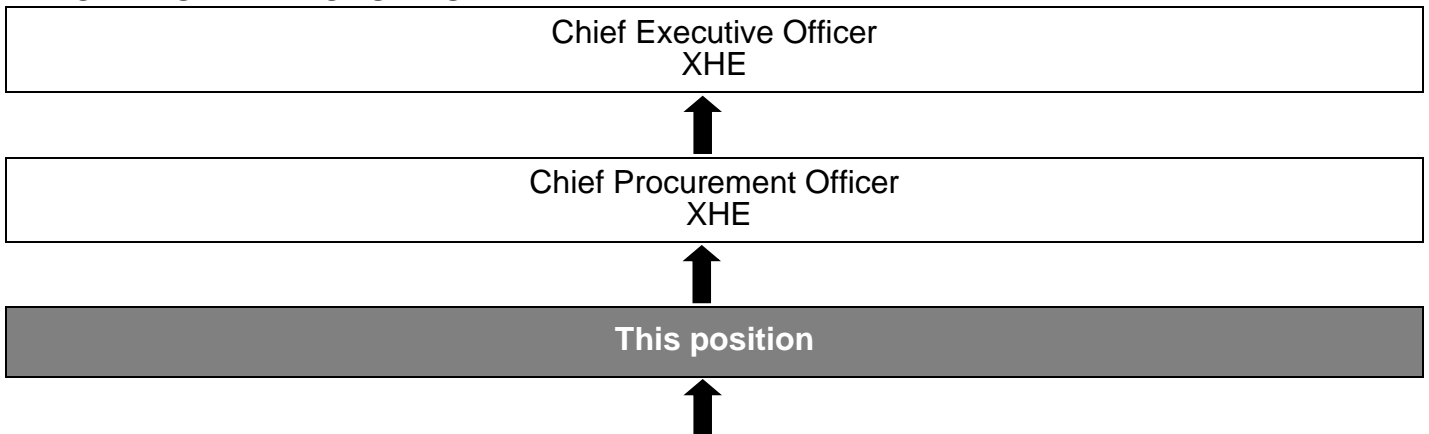
Classification	HSO Level G10
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Procurement and Supply
Function	OCPO
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Procurement and Supply Business Unit, the Director, Officer of the Chief Procurement Officer is responsible for:

- Providing strategic procurement advice and assisting with the standardisation of procurement practices and procedures.
- Increasing procurement knowledge and awareness using a range of media to educate end users on procurement policy, process and systems.
- Leveraging existing procurement education programs in collaboration with public and private organisations to minimise rework and duplication of effort.
- Monitoring and improving procurement governance across the WA health system utilising a range of strategies including governance reporting, engagement with procurement leadership and audits.

REPORTING RELATIONSHIPS:



Directly reporting to this position:

Title	Classification	FTE
Senior Procurement Advisor	HSO Level G9	1+

Procurement Education and Training Specialist	HSO Level G8	1+
Procurement Advisor	HSO Level G6	1+
Procurement Governance Advisor	HSO Level G6	3+
Procurement Support Officer	HSO Level G5	1+

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA public health system. We provide a suite of services to more than 55,000 employees across WA's public health services and hospitals. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services, including payroll, recruitment and appointment, NurseWest and workforce data
- Financial services
- Delivery of customer-driven programs and projects

Our vision is to provide great services to our customers, be known as a valued partner, and support the health of all Western Australians. We seek to achieve this by delivering on our purpose of supporting our customers to provide excellent health care.

Whether you work in our corporate offices, at our customer sites, or out at our warehouses – collectively, our focus is on providing simple, reliable, responsive and sustainable services.

We are a workforce of over 1,400 innovative, dedicated and enthusiastic people. We embrace diversity and believe that our best services come from a workplace where varied perspectives and experiences are welcomed and encouraged.

We are undergoing a major business transformation to establish HSS as a modern shared services organisation and we're seeking the right people to grow our team.

It is an exciting time in the health sector and a defining period for HSS.

HSS VALUES



We put our customers at the heart of what we do



We value and care for each other



We promise, we own, we do



We will find a way



We make a difference together

Our values guide our behaviours and the way we interact with our customers and each other.

BUSINESS UNIT ROLE:

The HSS Procurement and Supply Business Unit is responsible for providing procurement and supply chain services across the WA health system, covering ICT, clinical and other health care-related business contracts. The services it provides include supply chain and distribution, supplier relationship management, contract management, and broader category management across procurement for the WA health system, as well as procurement analytics and oversight.

POSITION RESPONSIBILITIES:

HSS Leaders and Managers:

- Contributes to the strategic and operational governance of the Health Support Services as a member of the extended leadership team.
- Contributes to the setting of strategic business direction and the achievement of corporate goals, including quality improvement, and the development of a dynamic and innovative organisational culture where employees put our customers at the heart of what they do.
- Contributes to the Health Support Services transformation and continual improvement objectives through constructive transactions with stakeholders and customer agencies.
- Empowering leadership and direction of the relevant area, ensuring objectives are transformed into actions and goals are achieved.
- Contributes to the effective working and image of Health Support Services as a team supporting the achievement of the broader WA health system's objectives.
- As a leader, at all times models behaviour consistent with organisational values, including probity and accountable and ethical decision-making.

HSS Management:

- Promotes a customer-centric culture and a team-based approach based on the Health Support Services values and strategic priorities.
- Champions collaboration, continual improvement and quality management.
- Builds and supports alliances with stakeholders, customer agencies and within Health Support Services to enable the achievement of the organisation's operational and transformational priorities.
- Ensures the work environment is safe, fosters equity and diversity, and enables the achievement of personal and team goals.
- Allocates resources (including financial and human) to achieve optimum effectiveness and efficiency in the delivery of outcomes within service, cost and time expectations.
- Mentors and develops staff and teams to ensure the organisation meets executive, stakeholder and customer expectations.
- Identifies and mitigates risks to current and future service delivery.
- Provides subject expert advice to the Senior Leadership Team where relevant.
- Ensures all contracted services meet agreed timelines, outcomes, deliverables, and are achieved within agreed budget.

HSS Participation (Self):

- Maintains a culture of putting customers at the heart of everything we do and demonstrates a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.

- Proactively contributes to maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Provides procurement advice and assists customers understand procurement policy & process to improve compliance.
- Lead procurement policy & process changes driven by Health and the implementation of any wider government policy changes that impact on procurement activity for Health.
- Review and make policy compliance recommendations to the Chief Procurement Officer in relation to contract exemptions and variation requests.
- Provide strategic advice to the Chief Procurement Officer in relation to procurement trends and opportunities for improvement across Health from observations, interactions with customer and data from Procurement Development Management System.
- Provides strategic procurement advice and assist with the standardisation of procurement practices and procedures.
- Increases procurement knowledge and awareness across Health using a range of media to educate end users on procurement policy, process and systems.
- Leverages existing procurement education program in collaboration with public and private organisations to minimise rework and duplication of effort.
- Manage and administer Health procurement committees.
- Lead procurement based communicates across Health.
- Monitors and improves procurement governance across the WA health system utilising a range of strategies including governance reporting, engagement with procurement leadership and audits.
- Other duties as required.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Demonstrated knowledge and understanding of procurement and supply policy, practices and direction.
2. Demonstrated experience in the analysis, development and implementation of procurement reform programs to improve procurement practice and governance.
3. Demonstrated high level interpersonal, relationship building, communication and consultative skills including the ability to build and maintain effective working relationships at all levels.
4. Demonstrated experience to work well under time pressure, including the balancing and successful delivery of multiple projects.
5. Significant experience in developing staff and team reach their potential.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

DESIRABLE CRITERIA:

1. Tertiary qualification in business, procurement, IT or related discipline.
2. Relevant professional qualification, i.e. CIPSA membership or MCIPS.
3. Experience in and knowledge of government procurement policies, legislation and practices.

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	JDF Created	31/08/2020	14/07/2023