



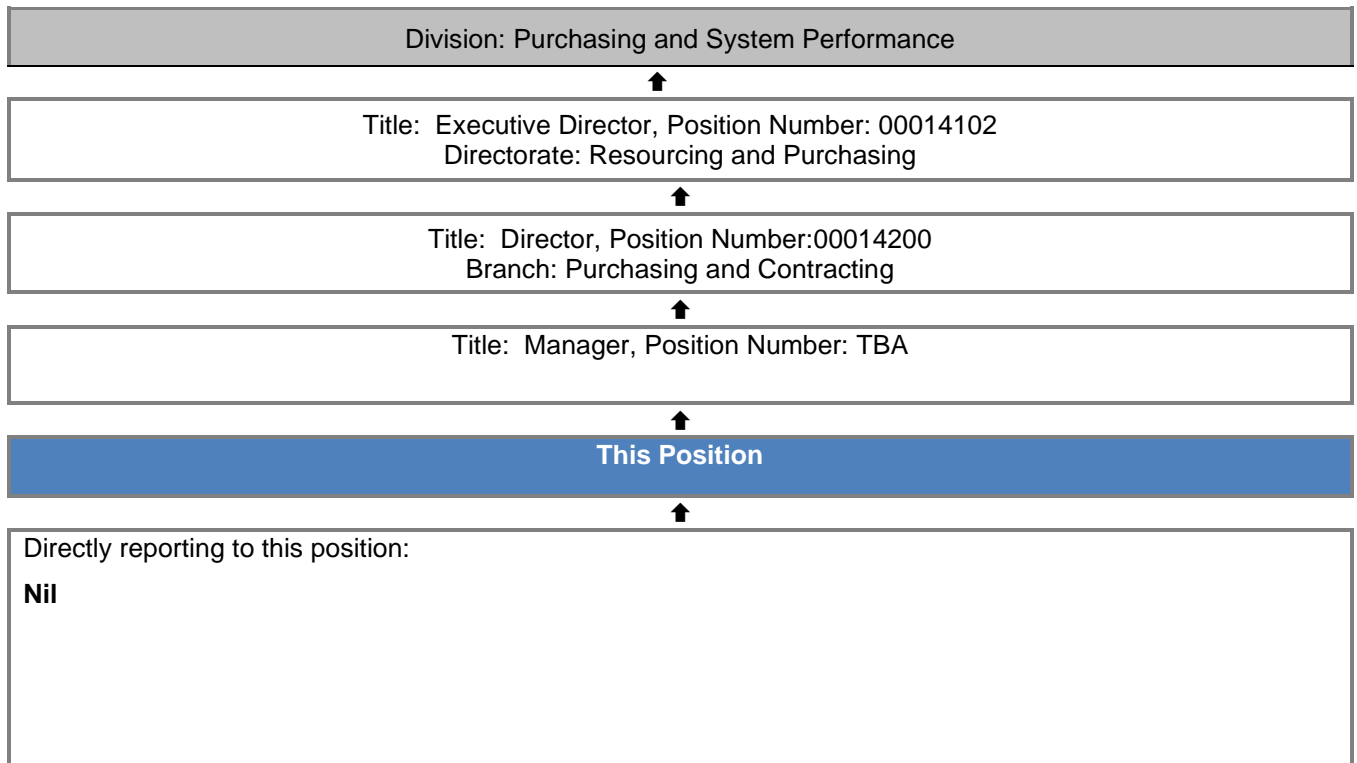
POSITION DESCRIPTION

Position Number	00017053, 00017054, 00017055
Position Title	Senior Procurement Manager
Classification	Level 7
Division	Purchasing and System Performance
Directorate	Resourcing and Purchasing
Branch	Purchasing and Contracting
Position Status	Permanent
Award	Public Sector CSA Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Purposeful, Caring, Collaborative, Open, Outcome-focused

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Manages high risk or complex service agreements and contracts relating to procurement of community services. Manages change management processes and the development of health investment and community service delivery plans including negotiating service agreements. Actively monitors and evaluates service agreement/contract performance and devises strategies to enhance outcomes in consultation with providers.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Leads the undertaking of needs analysis, engages in community and stakeholder consultation and seeks clinical advice on service developments related to the portfolios.

Establishes sound networks and negotiates, consults and manages relationships with internal and external stakeholders.

Ensures resource allocation principles, including cost efficiency, effectiveness and quality are maintained in decision making and reflected in provider agreements.

Ensures monitoring and evaluation mechanisms are developed and incorporated into provider agreements and service plans.

Monitors, evaluates and reports on risk and contract performance against relevant KPIs and requirements.

Monitors and evaluates the provision of community services by individual providers, including not-for-profit providers, and initiates action to achieve value for money outcomes.

Develops plans and strategies which have regard to availability of resources, value for money, priority of issues and potential for the community service providers to deliver population health gains.

Maintains expert awareness of relevant trends and issues in health service planning, and delivery and community service procurement practice.

Analyses and advises on health and operational policy as it impacts on community service procurement.

Contributes to whole-of-health and whole-of-government policy where appropriate.

Represents the Director on committees and other groups/meetings on specific procurement matters and other matters as appropriate.

Manages staff members to achieve contract, team and whole of health system outcomes .

Prepares detailed briefings, reports, ministerial correspondence and analytical documents specific to portfolios.

Contributes and facilitates health community service provider partnership and collaborative working arrangements with the not-for-profit health and community service providers.

Undertakes other duties as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria
<ol style="list-style-type: none"> 1. Experience in the planning, formation, management, and evaluation of community services contracts. 2. Demonstrated experience in the development and/or management of high risk/value contracts or projects. 3. Excellent interpersonal, verbal and written communication skills and ability to consult and negotiate effectively with a range of health sector stakeholders. 4. Substantial and proven research and evaluation skills involving complex issues. 5. Demonstrated problem-solving, conceptual and analytical skills. 6. Ability to achieve results that will further the Department of Health's vision and objectives.

Desirable Selection Criteria
<ol style="list-style-type: none"> 1. Tertiary qualifications in a relevant discipline. 2. Knowledge and experience in government procurement. 3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Factors	<ul style="list-style-type: none"> – Successful 100 point Identification Check. – Successful Criminal Record Screening Clearance. – Successful Pre-Employment Integrity check.
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CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: