



Position Title: Procurement Governance Advisor

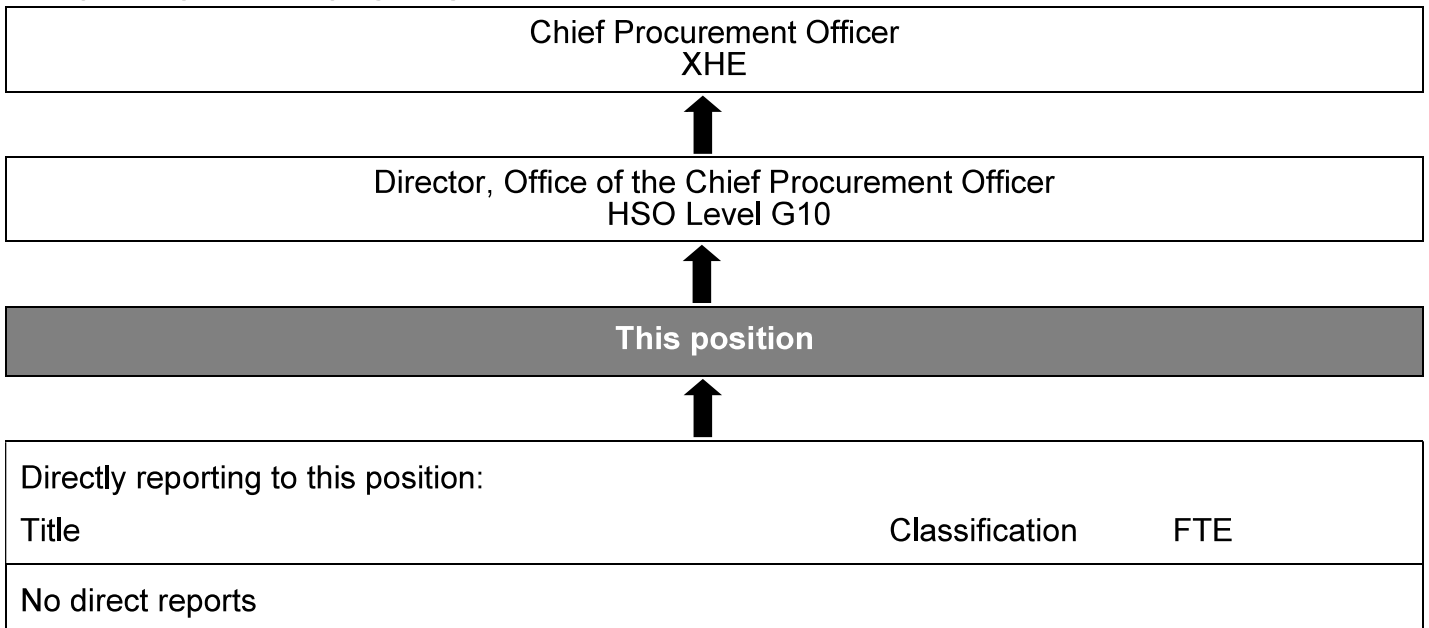
Classification	HSO Level G6
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	Procurement and Supply
Function	OCPO
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

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

- Contributing to the implementation of procurement, contract management and purchasing practices and guidelines.
- Contributing to procurement, contract management and purchasing projects.
- Providing high level advice to stakeholders within the WA health system on procurement, contract management and purchasing governance / compliance matters.

REPORTING RELATIONSHIPS:



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 50,000 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 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 1,200 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 Participation (Self):

- Maintains the HSS "Think Customer First" culture and demonstrate 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 contribute in 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:

Governance

- The provision of a broad range of procurement, contract management and purchasing advice to customers across the system and public sector.
- Contributes to the development of procurement, contract management and purchasing practices and guidelines consistent with government and health system objectives aimed at improving health outcomes in WA.
- Contributes to complex procurement, contract management and purchasing projects.
- Supports and leads where necessary the development of reports, documents and presentations.
- Contributes to the improvement of procurement, purchasing and contract management practices and procedures on a continuous basis.
- Provides advice to delegated authorities to enable sign-off on procurement processes and / or contract award and / or variations.

Liaison and Advice

- Maintains a customer focus on service delivery.
- Provides advice to WA health system on procurement, purchasing and contract management governance, including practice, process and systems.
- Liaises across WA health system stakeholders on procurement issues and initiatives.
- Contributes to the communication and marketing of procurement, purchasing and contract management activities.

Team

- Actively participates in the review and continuous improvement of procurement processes and procedures.
- Provides support to team members and encourages strong communication, information sharing, team work and a positive culture.
- Attends to queries from customers via various communication channels in a prompt and efficient manner in support of the Office of the Chief Procurement Officer's service requirements.

Other

- Supports the objectives and direction of the Office of the Chief Procurement Officer as established by the Director, and the Chief Procurement Officer.
- Contributes in providing a fair, safe and innovative workplace for employees.
- Other duties as required.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Demonstrated knowledge of procurement, contract management and purchasing including policy, governance and practice within a government or similar environment.
2. Ability to be flexible, adaptive and innovative when providing procurement advice to customers to achieve positive outcomes.
3. Proven conceptual, analytical and problem-solving skills, with the demonstrated ability to provide expert advice on all categories of procurement, purchasing and contract management activities.
4. High level written, verbal and interpersonal communication skills, including the ability to effectively build and maintain effective relationships with internal and external customers at all levels.
5. Ability to work effectively independently and contribute to the achievement of team goals.
6. Proven ability to plan, prioritise competing work commitments and organise workloads to meet agreed timeframes.

DESIRABLE CRITERIA:

1. Completion of a relevant tertiary qualification or progress towards one.
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

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	31/08/2020