

Position Description



An Australian Government Initiative

General Information

Position: Procurement and Contracts Advisor

Purpose: To lead and provide procurement advice and support across the Organisation procurement activities to ensure GCPHN meets best practice procurement policies and standards.

Seventy percent (70%) of GCPHN'S annual spend is on health and human services through non-government agencies and private organisations. There is a need to ensure the most efficient and effective use of these funds to support and deliver sustainable health and human services, offering value for money to the community we serve.

GCPHN is committed to joint and collaborative commissioning including joint responsibility between GCPHN and providers, strong consumer and market engagement, co-design of new services with flexible purchasing and provider arrangements to achieve the best outcomes. This role will be critical in further building GCPHN Commissioning maturity.

Last Reviewed: 11 March 2024

About the Organisation

Strategic Statement: Building one world class health system for the Gold Coast.

Strategic Goals:

- Improve coordination of care to ensure patients receive the right care at the right place at the right time.
- Increase efficiency and effectiveness of health services for patients particularly those at risk of poor health outcomes.
- Engage and support general practice and other stakeholders to facilitate improvements in our local health system.
- Be a high performing efficient and accountable organisation.

Values:

- Sustainable – Efficient, Effective, Viable
- Collaborative – Partnerships, Integrated, Engaged
- Innovative – Flexible, Pioneering, Evolutionary
- Influential – Visible, Valued, Courageous
- Evidence Based – Research, Documenting, Transparent
- Accountable – Respect, Responsible, Outcomes

Key Accountabilities

Leadership

- Lead in partnership with Directors, Finance Manager, and other relevant staff to determine the procurement needs for all new investment and support appropriate teams to develop procurement plans aligned with funding agreements, deliverables, organisational strategies, and allocated budgets.
- Provides expert procurement, contract, and commercial advice to executive and senior management, supporting with negotiations and issue resolution with suppliers/providers and developing appropriate mitigation to manage risks as required.

- The role is accountable for establishment and auditing of GCPHN contract and procurement policies, procedures, guidelines, and contract documentation, ensuring quality control and alignment with GCPHN, ethical and legal requirements.
- Undertaking aspects of the end to end divisional and organisational procurement support requirements, working collaboratively with Directors to manage high value and risk (strategic) contractual performance.
- Participate and support the review of existing Service contract and support with development of annual or adhoc procurement plans.
- Influence executive and senior management regarding value creation through procurement, collaborating and sharing purpose with stakeholders, including staff suppliers/providers and industry.
- Work with Directors to coach and mentor GCPHN teams as required to build overall GCPHN capability and maturity in procurement and contract management.
- Work closely with Finance manager to check compliance of all procurement and contract documentation prior to its submission to Executive leadership team and deliver a comprehensive approach that supports value for money.
- Contribute to the leadership and good governance of GCPHN in delivering its strategic and operational objectives.
- Utilise expertise in operational business management to effectively manage workload within available resources.

Project Management

- Managing projects as required, set clear objectives, assign responsibilities, and monitor progress to ensure timely completion of tasks.

Communication

- Ensuring all the team's activities are integrated into organisational commissioning cycle.

Information Access and Use Management

- Comply with the Information Management Policy Framework.
- Contribute to the safe collection, storage, access/disclosure, use, retention, and disposal of data.

Productive Working Relationships

- Supporting Executive and Senior Leadership Group in their work as required
- Collaborate with and support cross-functional teams to define procurement requirements, specifications, and standards.
- Provide leadership, guidance, and support and coaching to the GCPHN teams, fostering a collaborative and high-performance work environment.
- Collaborate with key external stakeholders to understand their requirements and develop procurement strategies aligned with market need and capability.

Operational

- The incumbent can expect to be allocated duties not specifically mentioned in this document that are within the capabilities, qualifications and experience normally expected from persons occupying jobs at this classification level.

Work Health and Safety

- Contribute to maintaining a safe workplace and culture.
- Be aware and work within the requirements of the Work Health and Safety Act 2011.

Capabilities for the Role

Within the context of the responsibilities described above, the ideal applicant will be someone who:

Supports strategic direction - *Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems.*

Achieves results - *Works independently and manages individual and team work deliverables as required. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.*

Builds productive relationships - *Builds trust, effectively collaborates and maintains relationships with a diverse group of internal and external stakeholders to achieve mutually beneficial outcomes.*

Display personal drive and integrity - *Displays judgement, initiative and professionalism and encourages these standards in others. Continually develops themselves and others.*

Communicates with influence - *Communicate complex information in a clear and compelling manner for the target audience.*

Selection Criteria

Essential

- Minimum 5 years' experience in the developing, implementing and maintaining robust procurement lifecycles, manuals, and procurement systems across the health and human services sector.
- Demonstrated understanding, knowledge, and experiences in implementing a range of market and procurement approaches.
- Demonstrated experience in the development, implementation and evaluation of quality improvement projects using a range of quality improvement methodologies.
- Demonstrated ability to effectively consult, negotiate, influence and work collaboratively with a broad range of stakeholders to achieve constant improvement in effectiveness and efficiency.
- Sound knowledge of change management principles and related practices and procedures and demonstrated experience in change management.
- Well-developed communication skills both written and verbal, including sound experience in the preparation of reports, briefs, and educational materials.
- Demonstrated ability to achieve results in an environment of ongoing organisational change, to ensure the delivery of high-quality outcomes.

Highly Desirable

- Relevant academic qualification and/or membership of professional procurement body.
- Knowledge and experience of working within procurement across government, non-government sectors and systems such as Commissioning, Quality and Accreditation, Corporate/Clinical Governance systems, reporting and operational risk management frameworks.
- Knowledge of Microsoft 365 software (including SharePoint is preferred but not essential).
- Knowledge of Folio Contract Management module is beneficial but not essential.
- Experience of system implementation change management is beneficial but not essential.

Reporting Relationships

Reports to: Executive Director, Commissioning.

Direct Reports: Senior Procurement Officer.

Level of Delegation: This will be in accordance with the Delegation document.