

Position **Category Officer**
Reports to **Senior Category Manager**
Band **Band 4, HPV Enterprise Agreement 2013**

Position Summary

The Category Officer position is a key member of HPV's procurement team with the responsibility of providing high level support and co-ordination of the strategic sourcing framework. The position involves working with Category Managers, the Senior Category Manager and other staff within the sourcing stream. The Category Officer will deliver supplier relationship management support by monitoring supplier performance. This will be achieved through the business review process, monthly reporting, supplier performance including sales report analysis, coordinating supplier visits and key stakeholder meetings.

Specific Duties and Responsibilities

1 Sourcing

- Conduct low complexity Invitation to Supply and contract option reviews guided by a Senior Category Manager or Stream Manager.
- Execute a sourcing strategy devised by a Senior Category Manager conducting the Invitation to supply process under guidance.
- Conduct preliminary category research for the purpose of invitation to supply and opportunity analysis.
- Undertake preliminary engagement with suppliers and health services.
- Carry out spend analysis utilising sales reports, requests for information and also stakeholder questionnaires.
- Assist the Category Manager in complex Invitation to Supply and carry out implementation of such contracts.

2 Supplier Relationship Management (SRM)

- In conjunction with the Category Manager, conduct the supplier business reviews process.
- Identify further opportunities within the contract.
- Drive NPC/VPC and sales report accuracy through the supplier business review and supplier engagement.
- Identify risks to contract performance and communicate this to Category Manager and/or management.
- Verify compliance of records management in accordance with regulatory requirements.
- Support the delivery of stakeholder communication within the sourcing stream.
- Prepare periodic reports in line with business requirements

3 Relationship Development / Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HPV's stakeholder organisations (internal and external), and develop and apply appropriate engagement and consultation strategies.
- Represent HPV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting

4 Other Activities

- Support any other sourcing related special projects as required by the management team.
- Any other duties and tasks as required from time to time.

Qualifications, Experience and Key Competencies

Qualifications	<ul style="list-style-type: none"> • Degree qualified (Bachelor Business, Bachelor Commerce, Bachelor Procurement and Logistics or supply chain, preferred).
Analytical	<ul style="list-style-type: none"> • Aligns own work to support team objections and contributes to changes in work practices to support this. • Understand operational environment and organises others to work effectively, responding to changes, implementing responses, and providing analysis and suggesting improvements to support decision making. • Understands how systems interact in the work area and makes improvements in own work to assist these. • Develops operational responses to recurring issues based on knowledge and expertise, and based on an accurate appraisal of facts, causes, assumptions, and different points of view.
Communication	<ul style="list-style-type: none"> • Produce a range of more complex business correspondence and reports, presenting clear, factual and pertinent information based on knowledge, research and analysis. • Confidently conveys verbal and written information, (including more complex business correspondence and reports). Demonstrates a strong ability to persuade and responds effectively to an audience in a tactful, respectful, yet firm manner. • Prepares and delivers presentations on complex issues for a range of audiences and settings and delivers logical supporting information to promote and support a particular point of view. • Seeks to understand issues, needs and motivations of others and establishes trust and mutual respect in support others and providing information and decisions in a sensitive and considerate manner.
Teamwork	<ul style="list-style-type: none"> • Ability to work and contribute in a project team environment. • Identifies and consults on local change opportunities and provides support to the development and implementation of change based on knowledge and experience. • Focuses on understanding motivations of others, acknowledging emotions of others, and actively listening to clarify and defuse conflict situations and provide solutions.
Organisation Skills	<ul style="list-style-type: none"> • Plans and reviews daily work and is flexible in meeting unforeseen circumstances while continuing to meet expectations. • Manages skills and knowledge development and own work program to achieve targets, using sound judgement and effective communication. • Undertakes simple research and data analysis and other project support activities, and effectively carries out routine projects or project steps under direction.
Procurement Skills	<ul style="list-style-type: none"> • Uses logic-based persuasion in discussing based on concrete data to convince others, and negotiates on terms for delivery of goods or services. • Assists stakeholders with more complex problems, assesses their needs, and communicates decisions effectively.

- Collects and monitors data on efficiency and implements effective measures to improve service delivery within operational constraints.
- Supports contract monitoring and evaluation and negotiates on simple matters and escalates more complex matters to category manager.
- Supports sourcing for low-value, low complexity and low risk categories utilising standardised purchases from established processes.

Computer Skills

- Excellent computer skills, including Microsoft Suite proficiency (Ideally MS Excel).

Key Performance Indicators

- Delivery of sourcing projects (SG1) in line with the agreed timelines and SOP outcomes.
- Delivery of Supplier Business review in line with the target set in the business plan.
- SRM scorecard delivery (on time resolution of supplier related issues) in line with set departmental scorecard.
- Delivery of other strategic goals outcomes in line with the agreed annual business plan.
- Delivery of Sourcing reporting as agreed from time to time.
- Coordination of delivery of the Impact Reporting and Opportunity Alerts as per agreed timing.