

Category Manager Supply Chain

Reports to Senior Supply Chain Strategy Manager
Band Band 4, Health Purchasing Victoria Enterprise Agreement 2018

Position Summary

Health Purchasing Victoria (HPV) is expanding its value benefit delivery beyond collective sourcing and seeks to provide higher levels of consulting and advisory support to the health sector to improve supply chain efficiencies.

The key objective of this role is to work closely with the Senior Supply Chain Strategy Manager to support the identification, analysis, design and implementation of initiatives to improve procurement and supply chain productivity across the Victorian Health Sector. The Category Manager Supply Chain will also be required to take part in end-to-end procurement processes.

Key responsibilities of this role:

- Assist the Senior Supply Chain Strategy Manager with the implementation of procurement and supply chain improvement initiatives to advance outcomes for health services;
- Conduct a comprehensive commercial assessment of the HPV current contract structure to understand contract limitations, identify efficiencies and opportunities to deliver further value;
- Work with HPV and health service stakeholders to validate identified opportunities and develop recommendations for improvement. These may include pricing structures changes, market engagement, supply chain processes, policy and procedure changes;
- Assist with change processes, ensuring sustainable procurement and supply chain initiatives are successfully implemented;
- Provide analytical support for the development and maintenance of procurement and supply chain initiatives;
- Support the Senior Supply Chain Strategy Manager, Senior Category Manager Supply Chain and Head Strategy Implementation and other Procurement and Value Delivery stakeholders with the implementation of the Category Management Framework including strategic sourcing and supplier relationship management to deliver supply chain excellence within the applicable sourcing sub stream;
- Identify and manage potential risks. In conjunction with stakeholders define a supplier performance and relationship management framework that leads to value delivery throughout the contract cycle, with a focus on continuous improvement aligned to customer's needs; and
- Promote and maintain productive and collaborative relationships and partnerships with internal and external stakeholders.

Specific Duties and Responsibilities

Modelling & Analytical Support

- Collect sourcing data from a variety of sources i.e. Health Services, Suppliers and HPV.
- Conduct data analysis to identify opportunities for further procurement and supply chain efficiencies e.g. price breaks, volume discounts, tiered pricing, Electronic Data Interchange (EDI) efficiencies, to better inform decision making and understanding of the Victorian health supply chain.

POSITION DESCRIPTION

- Work with the Senior Supply Chain Strategy Manager to develop models to better understand current supply chain activity, performance, and opportunities, and to predict potential benefits/impacts of change.
- Assist the Senior Supply Chain Strategy Manager to provide advice, conduct analysis and carry out planning to support local, regional or state consolidation of supply chain activities – these studies may be on-site or across regional Victoria.
- Utilise best practice research and analysis techniques, including financial modelling, to understand, benchmark and model cost drivers, trends and opportunities.

Supply Chain Improvement

- Support supply chain improvement projects and quick win initiatives in the areas of data, process, and technology.
- Assist in solution design and analytical support for supply chain activities.
- Support development of business cases as required.

Procurement

- Deliver within the sub-stream the defined operational initiatives for the year as agreed in annual goal setting.
- Develop and implement procurement activities where required, to ensure the sourcing of products and services and resultant contract management are undertaken.
- Review and analyse appropriate stakeholder and/or supplier sales data and liaise with key stakeholders to develop a detailed understanding of the size of a particular ITS (Invitation to Supply) opportunity and how it fits with HPV's targets.
- Create an engagement and communication plan identifying key stakeholders for the sourcing project in line with key pre-defined processes, including site visits.
- Apply their understanding of the characteristics of the market and the supply chain from which goods and services are procured.
- Proactively identify and manage contractual and other issues with suppliers and other stakeholders and prepare analysis and advice for decision-making.
- Develop and use financial data and analytics to understand cost drivers.
- Update Category Management Plans in line with pre-defined documentation.
- Define analytical support requirements with key stakeholders and internal expertise.
- Identify, understand and analyse the market in terms of cost drivers, trends, global pricing impacts and reasons for these and incorporate into negotiation strategies.
- Understand and report on issues and opportunities relating to the market in which the ITS will occur and make recommendations, in consultation with HPV management.
- Assist senior team members in the development of Procurement Strategies and present strategy at Reference Groups and Procurement Committee (PC) meetings where required.
- Manage the end-to-end ITS process including development of the ITS evaluation plan, ITS specifications and evaluation weighting criteria where required.
- Ensure probity is maintained and risk mitigated in all sourcing activities and alert HPV management to any issues or concerns.
- Develop and implement a negotiation plan in line with defined documentation requirements.

POSITION DESCRIPTION

- Where required, manage all stages in the contract management lifecycle from implementation to ongoing contract management.
- Liaise with customers regarding ongoing contract performance.
- Manage all areas of supplier performance and ensure suppliers meet all contractual obligations.
- Ensure compliance with the HPV risk and governance framework including policies and procedures.

General Activities

- Work closely with Senior Category Managers and Heads of Procurement Streams in all areas of the procurement process.
- Contribute to HPV's Risk Management Framework and Reporting.
- Contribute to the continuous improvement of HPV operations both formally through participation in work groups and projects and informally through discussion and idea-sharing.
- Undertake research and prepare briefings and submissions as required.
- Ensure that activities related to the role comply with all relevant internal policies, procedures, processes, and legislation including ethical standards.
- Participate in validation/strategy reviews, including preparation of validation/strategy recommendations, for ITS progression.
- Develop a lessons learnt register for future sourcing references.
- Create and maintain templates and tools to assist the Procurement division operate efficiently and effectively.

Leadership

- Foster a workplace culture that is consistent with HPV's organisational culture emphasising organisational values.
- Maintain strong lines of communication, both formal and informal, with key HPV stakeholders to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HPV in fulfilling its legislative functions in line with its Corporate Strategy.

HPV Values and Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HPV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HPV's values.
- 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.
- Uphold HPV values:
 - We are customer-focused; we focus on customer and patient outcomes;
 - We keep it simple; we strive for efficient and effective ways to achieve our goals;
 - We are collaborative; we work as a team toward common goals;

POSITION DESCRIPTION

- We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results;
- We inspire confidence; we do the right thing. We are open, honest and trustworthy.

Data Security

- Comply with HPV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Category Manager Supply Chain may be required to undertake other duties from time to time.

Qualifications and Experience Required

- Academic**
 - Relevant tertiary qualifications, preferably encompassing procurement, supply chain, commerce or business administration, or three years Category Management experience.
 - Postgraduate qualification (desirable).
 - Knowledge of the health sector (desirable).
- Experience**
 - Sound knowledge and proven experience in commercial procurement practices including category management and strategic sourcing with a demonstrable awareness of commercial law.
 - Proven experience working in supply chain.
 - Relevant experience in supplier relationship management.
- Personal**
 - Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy, tact and discretion and to engage internal and external stakeholders at all levels with respect and confidence. This includes excellent communication and presentation skills and experience presenting to large groups.
 - Ability to work as a member of a team and collaborate effectively with internal and external stakeholders, as well as the ability to work in a self-directed manner, take initiative, and work independently when required.
 - Strong analytical and problem solving skills including the ability to identify issues and develop solutions.
 - Outstanding organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and to work in an independent, flexible manner where required.
 - Focuses on understanding motivations of others, acknowledging emotions of others, and actively listening to clarify and defuse conflict situations and provide solutions.
 - Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
 - A high level of personal integrity.