# Procurement Contract Specialist

Reports to Head Clinical Sourcing

Band Band 5, HPV Enterprise Agreement 2018

## Position Summary

The Procurement Contract Specialist is responsible for undertaking a review and analysis of HPV’s existing contracts, identify opportunities to improve current pricing model structures, and conduct supplier negotiations to deliver contract efficiencies for HPV.

The Procurement Contract Specialist will:

* 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, policy and procedure changes.
* Develop a short action plan and long term strategy to implement contract structure changes.
* Identify negotiation levers and develop strategies to lead and conduct supplier negotiations.
* Lead and coordinate cross-functional working groups consisting of key stakeholders to facilitate strategy execution. Key stakeholders may include: Category Managers, Sourcing Operations, Customer Relationship Managers, Data and Systems, Legal and Communications personnel.

## Specific Duties and Responsibilities

### Data Analytics

* + Collect sourcing data from a variety of sources i.e. Health Services, Suppliers, HPV.
  + Conduct comprehensive in-depth data analysis to identify opportunities for further procurement efficiencies e.g. price breaks, volume discounts, tiered pricing, Electronic Data Interchange (EDI) efficiencies etc.

**Customer and Supplier Engagement**

* + Work with Health Services to understand the operational requirements and challenges associated with the implementation of proposed procurement efficiencies. Document findings and present recommendations to key stakeholders including Head Clinical Sourcing and Director Procurement and Value Delivery.
  + Conduct an assessment of opportunities at health service level and develop strategies to implement identified opportunities within new and existing contracts.
  + Conduct analysis and carry out negotiations with suppliers on existing contracts. Where opportunities arise, identify and implement EDI related efficiencies and discounts into the current contract.

**Procurement Efficiency**

* + Work with Category Managers and other internal and external stakeholders to implement the required changes to the contracts e.g. Changes to pricing schedules.
  + Develop a procurement efficiency implementation guide for health services, and conduct health service site visits to assist with implementation and transition in conjuction with the Customer Engagement team.
  + Work with the HPV Data and Systems team to develop and enhance the current benefits reporting to ensure that procurement efficiency-related benefits are captured and tracked.
  + Analyse data to inform decision making and improve understanding of opportunities eg. volume pricing and bracket pricing. Use this data to renegotiate existing contracts to deliver further value.
  + Develop pricing models to better understand procurement related activity, performance, and opportunities.
  + Analyse data to enable improved understanding and visibility of the available value-adding opportunities across current contracts.
  + Identify, analyse and recommend quick win opportunities both internal and external to HPV and facilitate quick win initiatives eg. In the area of volume pricing and bracket pricing.
  + Engage with stakeholders to identify, scope, plan and execute improvement initiatives.

### Leadership

* + Support development of a vision for the Procurement division in line with the HPV Corporate Strategy which sets a clear strategic direction for employees, enhances their leadership capacity and capability, and enables them to delivers robust operational support and advice.
  + 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 ELT and 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
    - 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 Procurement Contract Specialist may be required to undertake other duties from time to time.

## Qualifications and Experience

|  |  |
| --- | --- |
| Academic | * + Relevant tertiary or post-graduate qualifications, preferably encompassing one or more of business, finance, logistics and supply chain |
| Demonstrated Experience | * + Demonstrated acumen in business and analysis. Solid understanding of procurement, supply chain processes and end to end logistics concepts and experience and understanding of project management framework   + Ability to work effectively with a wide array of the health sector and supplier partner personnel. Prior experience engaging health service and supplier stakeholders in a complex environment, and using influence to drive efficiencies.   + Operational experience in Project Management in Procurement /Logistic role highly regarded.   + Experience in creating high quality, insightful reports targeted to recipients’ needs.   + Prior public health sector experience with an understanding of the structure, relationships and issues surrounding systems and data within the public health environment highly regarded. |
|  | * + Preferred understanding of Victorian public health environment and procurement policy and regulatory frameworks. |
| Personal | * + High level strategic thinking, analytical and problem solving skills.   + Proactive attitude, willing to take the initiative and act on opportunities as they arise.   + Excellent interpersonal skills, including an ability to influence others with diplomacy, tact and discretion.   + Willingness to challenge assumptions and ‘think outside the square’.   + Outstanding judgement to resolve complex business and technical issues and provide solutions and recommendations.   + Outstanding written, oral communication and presentation skills.   + Highly organised and effective time management and prioritisation skills, and an ability to work productively with time pressures while managing multiple tasks.   + Advanced working knowledge of Microsoft Office programs, including Microsoft Project.   + Preferred knowledge of Qlikview or other analytical/business intelligence tools.   + Willingness to travel including to rural Victoria and interstate as required. |