

## Senior Category Manager Supply Chain

Reports to	Head Strategy Implementation
Direct Reports	Nil
Band	Band 5, 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 Senior Category Manager (SCM) Supply Chain will support the Head Strategy Implementation to develop and implement strategies to improve procurement and supply chain productivity across the Victorian health sector. Key to this role will be the ability to produce negotiation strategies aligning to the focus areas identified in the supply chain opportunity analysis, before shifting this focus to internal procurement value delivery.

Key responsibilities of this role:

- Work with the Head Strategy Implementation, HPV and health service stakeholders to validate identified opportunities and develop recommendations for improvement. These may include supply chain processes, pricing structure changes, market engagement, and policy and procedure changes;
- Conduct a comprehensive commercial assessment of the HPV current contract structure to understand contract limitations, and identify efficiencies and opportunities to deliver further value;
- Develop and implement negotiation strategies to ensure delivery of required commercial outcomes;
- Assist the Head Strategy Implementation to develop policy and drive change management plans;
- Lead quick win supply chain initiatives to deliver immediate benefits to the sector;
- Conduct training and development in areas of negotiation strategy and commercial outcomes;
- Understand and (where required) manage relevant Confirmed Annual Sourcing Program events;
- Define, review and deliver Category Management Plans aligned with the HPV Category Management Framework where required;
- Provide management reporting for key deliverables, plans, programmes and KPI's as required;
- Contribute to ensuring that the supply chain and procurement processes drives market sustainability, value to customers and supply chain initiatives; and
- Where required, work in close collaboration with subject matter experts to ensure all relevant technical aspects of supply chain and category management processes are met.

### Specific Duties and Responsibilities

#### Strategic Initiatives

- Action next steps required from supply chain efficiency based pricing opportunity analysis, initially within the clinical sourcing area.
- Apply detailed knowledge and experience in procurement and supply chain to unlock new areas of efficiency, assist with the end-to-end supply chain assessment, and action agreed initiatives in line with current HPV Procurement policies and procedures.

# POSITION DESCRIPTION

- Develop short, medium and long term priorities from agreed strategies and actioning these using robust project management frameworks.
- Use strong analytical skills to collect and review data, and identify further areas of efficiency within supply chain and procurement, with the view to forecast and deliver efficiencies in later years.
- Exercise strong interpersonal, change management and negotiation skills to engage with key health service, supplier and HPV stakeholders to successfully deliver change initiatives.

## Procurement

- Review required Category Management Plans to drive efficiencies, and align into the overall Procurement Strategy, Annual Business Plan and organisational KPIs.
- Drive the delivery of the HPV Strategic Plan and cascade goals into individual team member's KPIs.
- Identify opportunities and/or categories of benefit to the state and health services that should be considered for collective procurement.
- Develop, review and deliver high quality sourcing proposals and outcome briefs for the Director Procurement and Value Delivery and Procurement Committee.
- Develop and apply appropriate engagement strategies to create and maintain strong working relationships with key individuals and groups across stakeholder organisations.
- Represent HPV in appropriate industry and regional forums to strengthen relationships with the health services and suppliers and improve mutual understanding and alignment within the sector.
- Support the implementation of HPV Strategic Goals in conjunction with the Head of Sourcing and broader HPV team.

## Governance

- Ensure compliance with the HPV risk and governance framework including policies and procedures.
- Develop risk mitigation strategies for all procurement and supply chain activities.
- Ensure probity compliance with all procurement activities.
- Support the activities of the FARMC including updates and reports as required.
- Manage external complaints and associated corrective actions and opportunities for continuous improvement.
- Support health services with education and guidance in complying with the procurement governance process.
- Support health services with their own collective procurement activities.
- Collaborate with Legal Counsel on matters pertaining to Contract Law when required.

## Reporting

- Provide management reporting as required.
- Assist the Head of Sourcing with forward planning, including, but not limited to the annual calendar, CASP and timetable of reporting metrics.

## Management

- Contribute to the Procurement Division and broader HPV team through participation in formal meetings and other activities as required.

# POSITION DESCRIPTION

- Perform senior management responsibilities as required.
- Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- Support and develop open and transparent lines of communication with Executive Leadership Team (ELT) and other HPV stakeholders including participating in individual and divisional meetings, and by email and other regular interpersonal communication.
- Identify relevant opportunities and make recommendations for HPV to improve its processes, workplace health and safety, and quality and service delivery outcomes.
- Assist to recruit, interview, select, and hire new employees where relevant and support new employee on-boarding, induction and development planning as required.
- Provide direct management support to employees on matters relating to their employment including but not limited to training, leave and complaints.
- Deputise for the Head of Sourcing if and when called upon to do so.
- Contribute to the management of other sourcing streams where required.
- Undertake other tasks or responsibilities as agreed with the Director Procurement or Head of Sourcing from time to time.

## 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 deliver 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 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;

# POSITION DESCRIPTION

- 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 Senior Category Manager Supply Chain may be required to undertake other duties from time to time.

## Qualifications, Skills and Experience

### Academic

- Relevant tertiary qualifications, preferably encompassing procurement, supply chain, commerce or business administration.
- 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.
- Sound knowledge and proven experience in supply chain and logistics.
- Strong experience negotiating with multiple parties and achieving desired outcomes.
- Management experience with a Procurement delivery focus including high level management reporting.
- Proven experience in driving cost and service improvements in a multi-site organisation.
- Proven experience in supplier relationship management.
- Previous experience in developing and implementing procurement strategies and policies within a complex environment.
- Knowledge of governance requirements and risk management systems within a statutory authority.
- Previous experience working with a management team.

### Personal

- Willingness to develop a high level of specialist knowledge in relation to the key responsibilities of the position.
- Financial and analytical skills including the ability to educate, guide and manage staff in the fundamentals of financial management and reporting.
- 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.
- Excellent negotiation skills with the ability to negotiate with stakeholders and all levels
- 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.

## POSITION DESCRIPTION

- Strong analytical and problem solving skills including the ability to identify issues and develop solutions to complex business issues.
- 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.
- Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- Ability to maintain and respect confidentiality of the highest order and a high level of personal integrity.