### Supply Chain Information Systems Analyst (advertised as Oracle e-business Application Support)

Reports to Supply Chain Information Manager

Band Band 4, HPV Enterprise Agreement 2018

## Position summary

The Supply Chain Information Systems Analyst is required to assist with HPV’s roll out of the Common Catalogue project, including Buyers Work Centre interface and provide functional and technical guidance for Oracle e-business suite for HealthShare Victoria.

HPV’s Common Catalogue Project and establishing HealthShare Victoria is requiring additional functional knowledge with the Oracle e-business suite (FMIS).

This role comprises the following main areas of responsibility:

* + Level 1 support of the Oracle e-business application across HealthShare Victoria.
  + Review of existing WebAdi synchronisation process.
  + Work with Supply Chain Information Team to identify any opportunities to streamline synchronization processes.
  + Provide detailed knowledge transfer to SCIT on troubleshooting and support of processes, inclusion of supporting documentation where available.
  + Work with key stakeholders across HPV in relation to the Oracle e-business application.
  + Work with Common Catalogue team to identify enhancement opportunities and implement those enhancements.

## Specific Duties and Responsibilities

**Oracle e-business Application**

* + Review existing processes for WebAdi synchronisation.
  + Develop additional processes or streamline if required.
  + Ensure relevant documentation is updated as required.
  + Liaise with HPV external stakeholders, primarily HTS and Deloitte to understand current project status and any additional requirements.
  + Contribute to Data Cleansing work.
  + Identification and removal of the Duplicated items.
  + Review inconsistent data related practices across the sector including Categories and GL mapping in Common Catalogue
  + Contribute to development of a Data Management Strategy.
  + Defect resolution.
  + Enhancement development.
  + Contribute to a methodology for management of non-HPV contract lines in CC.

**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 SLT, 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 Strategic Plan.

**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 Supply Chain Information Systems Analyst may be required to undertake other duties from time to time.

## Qualifications and Experience

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| Academic | Relevant tertiary qualifications, preferably encompassing functional and technical requirements for Oracles e-business suite of products including Product Hub |
| Experience | Significant experience working with Oracle e-business suite of products  Proven knowledge of WedAdi synchronisation process.  Proven knowledge of Project methodology  Proven written and oral communication skills for electronic environments |
| Personal | Excellent communication and interpersonal skills with the ability to develop effective working relationships with internal and external stakeholders.  Ability to work to tight deadlines.  A self-motivated team player with a can-do attitude.  Skills or experience in website accessibility is desirable. |