

Supply Chain Risk Manager

Reports to	Head Policy, Compliance and Risk
Direct Reports	None
Band	Band 5, Health Purchasing Victoria Enterprise Agreement 2018

Position Summary

The Supply Chain Risk Manager is responsible for assisting Health Purchasing Victoria (HPV) and public health services implement and maintain the requirements of the Modern Slavery Act (MSA) 2018.

The position will manage supplier risk by working closely with a broad range of stakeholders to address risks of modern slavery. This role will include development and implementation of a project plan to educate health services on the requirements of the MSA and assist them in submitting a Modern Slavery Statement to the Minister of Home Affairs.

The aim is to ensure suppliers and health service supply chains integrate MSA principles and requirements within their procurement processes.

The position also ensures HPV's procurement activities and contracts meet requirements under the MSA, as well as reporting against the objectives of the MSA framework.

Specific Duties and Responsibilities

Modern Slavery Project Implementation

- Educate on requirement to address risks of modern slavery with HPV staff and key stakeholders.
- Ensure modern slavery related clauses, specifications and evaluation criteria within invitation to supply (ITS) documentation aligns to the MSA.
- Develop a project implementation plan, incorporating change management methodologies to ensure health services provide a Modern Slavery Statement to the Minister of Home Affairs by December 2020, and annually thereafter.
- Provide advice, training and develop tools and templates to enable suppliers and health services to better identify and assess MSA compliance risks during procurement activities and ongoing supplier compliance
- Ensure ongoing compliance by developing a supplier audit strategy and protocols, including establishment of supplier notification of country changes (both for supply of raw material and place of manufacture).
- Establish and maintain a grievance and remediation process – incorporating Protected Disclosure process (whistleblower) for employees and suppliers to support management of modern slavery risk.

Supplier Relationship Management (SRM) and Supply Chain Management

- Proactively work with suppliers to address the risks of modern slavery in supply chain management to assist them in meeting health service needs, contractual obligations and overall legislative compliance within the HPV SRM framework.

POSITION DESCRIPTION

Data Management

- Work with Head Sourcing Operations and Data and Systems division to develop and implement supplier reporting on modern slavery metrics, ensuring integration with HPV systems (e.g. Bravo).

Stakeholder Engagement and Communications

- Form strategic alliance/s with Department of Health and Human Services, Modern Slavery Business Engagement Unit in the Australian Border Force and other peak procurement bodies to support the implementation of the MSA in the health sector.
- Represent HPV at relevant advisory committee meetings and other appropriate forums to strengthen relationships and improve mutual understanding of the MSA.
- Engage with health services to raise awareness and implement the MSA reporting requirements within their own procurement activities, providing advice, developing tools and facilitating training (e.g. forums, on-demand training resources via relevant mediums).
- Work closely with HPV's Customer Relationship Managers to ensure they have sufficient knowledge on the requirements of the MSA to assist and deliver consistent messaging to health services.
- Provide written reports and develop case studies as required on modern slavery, including achievement towards agreed operational KPIs, timelines, departmental requests-for-information, and board committee papers.

Management

- Contribute to the Finance, Risk and Governance division and broader HPV team through participation in formal meetings and other activities 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 the Executive Leadership Team (ELT) and senior leaders including participating in individual and divisional meetings, and by email and other regular interpersonal communication.
- Identify and make recommendations on opportunities for HPV to improve processes, workplace health and safety, quality and service delivery outcomes
- Assist People and Culture to recruit, interview, select, and hire new employees related to the position and oversee new employee on-boarding, induction and development planning where required
- Deputise for the Head Policy, Compliance and Risk and or any other Senior Manager if and when called upon to do so

Leadership

- Support the development of a vision for the Finance, Risk and Governance division setting clear strategic direction for employees, enhancing their leadership capacity and capability, and delivering strong management support and advice.
- Foster a workplace culture that is consistent with overall culture of HPV emphasising the values of HPV.
- Maintain strong lines of communication, both formal and informal, with senior leaders, ELT and key HPV stakeholders to ensure the smooth operation of the organisation.
- Support with organisational change and growth as requested to assist HPV in fulfilling its legislative functions in line with its Strategic Plan.

POSITION DESCRIPTION

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 Risk Manager may be required to undertake other duties from time to time.

POSITION DESCRIPTION

Qualifications and Experience Required

- Academic**
- Appropriate Tertiary Qualification in Business/Procurement, and/or significant experience in Business/Supply Chain/Procurement, or Regulatory Compliance and Risk Management.
- Experience**
- Strong experience in procurement/project management with an in-depth understanding of supplier risk analysis and supply chain mapping.
 - Strong knowledge/understanding of modern slavery and application and interpretation of legislation.
 - Experience in risk management within a consultancy, compliance function or a regulatory body.
 - Experience in managing projects ensuring change management practices are implemented.
 - Understanding and knowledge of business procurement processes.
 - Experience in facilitation of training to internal and external stakeholders.
 - Presentation skills and strong experience in stakeholder engagement.
- Personal**
- Excellent interpersonal and relationship building skills including an ability to influence others with diplomacy, tact and discretion.
 - The ability to instigate and drive new initiatives and be able to motivate others.
 - Demonstrated understanding of supply chain practices within the healthcare sector and desire to maintain up-to-date knowledge in this area.
 - Influencing skills to drive participation, co-operation, compliance and engagement.
 - Strong analytical thinking and problem solving skills.
 - Attention to detail, whilst ensuring maintenance of a strategic view.
 - Action oriented approach to work.
 - Strong computer skills including Microsoft Office suite of products and Internet research.
 - Well-developed presentation skills.
 - Ability to implement change in a complex environment.
 - Ability to co-ordinate multiple projects and prioritise large volumes of work to meet organisational timelines.
 - Current Australian Driver's Licence with the ability to travel to metropolitan and rural locations.