

Position Description

Position:	Procurement and Contracts Officer
Department:	Corporate Services
Team:	Contracts Team
Reports to:	Contracts Administration Manager
Direct Reports:	N/A
Date Issued	November 2021

Organisational environment

Primary health networks (PHNs) have been established with the key objectives of increasing the efficiency and effectiveness of primary health care services for individuals, particularly those at risk of poor health outcomes. They also aim to improve coordination of care to ensure people receive the right care in the right place at the right time.

Central and Eastern Sydney PHN (CESPHN) catchment spans 626 square kilometres, stretching from Strathfield to Sutherland, as far east as Bondi, and also includes Lord Howe Island and Norfolk Island. We are the second largest PHN across Australia by population, with more than 1.6 million individuals residing in our region. Our boundaries also align with those of South Eastern Sydney Local Health District and Sydney Local Health District.

Our vision

Better health and wellbeing

Our purpose

Improve and transform care

Our goals

- Improve practice.
- Integrate systems.
- Commission services.

Our values

- Learning and Growth
- Integrity
- Collaboration

Purpose of the role

The procurement officer will provide support in the delivery of all aspects of the procurement cycle for Central and Eastern Sydney PHN (CESPHN), including tender activities, contract execution, and ongoing contract management.

Reporting to the corporate services general manager, this role will provide direct support on the commissioning of clinical, innovation and quality improvement projects in accordance with CESPHN's strategic and annual plans and provide operational assistance in the coordination and delivery of procurement objectives. This role will also collaborate in designing, documenting and implementing continually improving procurement processes

Key responsibilities

- Drive the procurement of clinical and innovative program activities through the creation of marketable tender documentation and the analysis and interpretation of strategy and planning resources, including needs assessments and detailed workplans.
- Mitigate risk through effective negotiation and influencing with a range of stakeholders including clinical subject matter experts.
- Interpret and normalise data and coordinate the clarification process to ensure fair comparative evaluation of tender responses, engaging independent evaluation panels as appropriate.
- Assist in developing system solutions for milestone, KPI and outcome management.
- Providing recommendations to line management on legal and financial risk inherent in potential proposals or contracts.
- Facilitate Tender meetings and act as a Probity officer.
- Draft new legal templates and utilising external legal advice where necessary.
- Training Project teams about Procurement and Contract Management concepts and use of Folio.
- Liaise with the lawyers for any new legal advice for CESPHN as per business needs.
- Facilitate Procurement Working Group with the Project teams.
- Facilitate and review Certificate of Currency for all current providers.
- Manage and co-ordinate Funding agreements from the DoH.
- Coordinate the drafting and delivery of contract documentation, ensuring clear, concise and plain English in all contract schedules and annexures, and create simple and intuitive financial summaries, milestone tables and KPI tables for inclusion in the contracts.
- Attain understanding of key funding agreements and required commissioning outcomes.
- Support the dissemination of information to key internal and external stakeholders and oversee development of resources and systems to support effective and efficient program delivery.
- Ensure consumers' rights are protected adhering to legislative and regulatory compliance related to privacy and confidentiality.
- Participate in internal and external meetings, delivering formal and informal presentations, documenting outcomes and actioning key deliverables as required.
- Seek opportunities to work collectively with staff on continuous system improvements, participating in collaborative planning activities and quality assurance activities.
- Assisting Management to implement effective system improvements including Folio.
- Assist the general manager with the development and implementation of a consistent contract management methodology across the organisation, monitoring performance and compliance.

Selection criteria – essential

- Demonstrated experience in procuring high quality, locally relevant and effective goods and services;
- Sound understanding of procurement methods, principles and contemporary practices;

- Proven understanding of contracts and the ability to identify and mitigate risks in contractual documentation including agreements, specifications, tender documents and reporting collateral;
- Strong organisational skills and the ability to set priorities, work effectively and achieve outcomes in complex and challenging environments;
- Proven high level written, literacy, numeracy and accuracy skills, and ability to manage and communicate complex information; and
- Intermediate to Advanced knowledge of Microsoft Office based computing applications including MS Word, Excel, Outlook, and SharePoint.

Selection criteria – desirable

- Demonstrable experience in publicly funded commissioning contracts.
- Experience undertaking Procurement activities within the Health sector;
- Understanding of the primary health care system and population health planning principles including research and evaluation and liaising with health service providers; and
- Knowledge of non-core Microsoft Office based computing applications, including MS Project, MS Visio, MS PowerPoint, SharePoint.

Details of relationships

Internal stakeholders – This position works across the whole organisation

External stakeholders:

- Consultants and professional contractors
- IT system and software service providers
- Other Primary Health Networks
- Health service providers

Core competencies

- **Managing change:** The ability to demonstrate support for organisational change necessary to improve effectiveness and efficiency as well as proactively helping others to successfully navigate through organisational change.
- **Customer orientation:** The ability to demonstrate strong customer focused support and stakeholder engagement in all business-related activities.
- **Analytical Thinking:** The ability to clearly analyse a situation and seek out relevant information needed to address issues using a logical, systematic and sequential approach.
- **Verbal and written Communication:** The ability to communicate appropriately and proficiently across varying audiences and contexts, with demonstrated experience in preparing high-level reports, correspondence and briefings.
- **Teamwork:** The ability to contribute and work collaboratively as part of a high performing team.
- **Initiative:** The ability to identify or pre-empt what needs to be done and take appropriate action before being asked or before the situation requires it.
- **Influencing others:** The ability to confidently negotiate with internal and external stakeholders to influence decision making and achieve desired outcomes.

Acknowledgement and acceptance

I confirm that I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Position Description

I understand this position description is not a duty statement, it is only intended to provide an outline of the key responsibilities of the position. Staff are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is further expected that this position description will change over time due to the nature of CESP HN activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Approved by		
Manager Name		
Manager Signature		
Date		
Employee Name		
Employee Signature		
Date		