

POSITION TITLE:

Procurement Lead

Reports to: Governance Lead

Domain: Corporate

Business Unit: Corporate

Team: Governance

Contract type: Fixed Term – 12 months

Location: Any location

Primary purpose of this position

The position of Procurement Lead will provide expertise and technical knowledge to ensure that the procurement processes for Murray PHN, both commissioned services and corporate procurement are aligned with the organisation’s strategic objectives. Commissioned services will involve the operationalisation of “relational commissioning”, enabling effective engagement with service providers to improve health outcomes and simultaneously maintaining the highest levels of probity, transparency and value for money.

Scope	
Direct reports to this position	Indirect reports
<ul style="list-style-type: none"> Corporate Specialist - Procurement Corporate Services Support 	<ul style="list-style-type: none"> Corporate Specialist - Governance Corporate Specialist – QMS Financial Accountant

Key relationships	
All employees have responsibility for managing aspects of relationships. At all times those interactions should reinforce our intention that we are easy to do business with.	
Internal	External
<ul style="list-style-type: none"> Director Commissioning Commissioning Lead Contract Managers Management Accountant - Activity Forecast Finance & Performance Lead Governance Lead 	<ul style="list-style-type: none"> Systems vendors <ul style="list-style-type: none"> Kwela (suppliers of Folio) Tendersearch External Providers External Probity Advice External Legal Advice

Key accountabilities
The incumbent will provide expert procurement, legal, vendor and contracting advice and support across a wide range of areas ensuring transparent, fair, accountable and efficient corporate governance systems across Murray PHN. Be Murray PHN subject matter expert on Murray PHN Terms & Conditions, Contractual Agreements, Procurement QMS and Probity.

Key responsibilities	% of job
Lead and manage the Procurement team to ensure relevant policies and procedures have ongoing quality control and that procurement systems and workflows are fit for purpose. Provision of timely legal, procurement and probity advice to Leads and executive staff in the planning, sourcing and evaluation stages of procurement. Manage external legal advice required by the organisation Lead the adoption of the Supplier Management components of ISO9001 Quality standard.	40%
Accountable for the single source of truth on all Murray PHN contracts and procurement information throughout the commissioning cycle. Includes integrity of procurement information, that is stored securely, can be accessed as required and archived / destroyed as necessary at the end of the procurement process. Responsible for the QA process across all commercial tenders. Be the Business data steward for legal, procurement and tender data.	20%
Responsible for the Administrator and moderator function and QA process across all commercial tenders.	20%
Manage all counterparty Risk assessment for all Murray PHN vendor (commissioning and corporate vendors).	10%
Review all relevant legal, procurement and probity statutory obligations and regulatory requirements, common law obligations, relevant professional codes and standard of practice and ensure Murray PHN's compliance with these.	10%

Core responsibilities

Each Murray PHN employee is expected to:

Strategic alignment – pro-actively work in a way that directly supports Murray PHN strategic objectives.

Workplace health and safety – pro-actively work in a safe manner, adhering to all work health and safety (WH&S) requirements and report all hazards, near misses and incidents through the organisation's WH&S processes.

Manage risk – Actively manage risks by complying with organisational policies and procedures and escalating risks for higher-level attention when required as per Murray PHN approved risk scales.

Governance – Actively embrace and understand their role and where it fits within Murray PHN Governance and Accountability Framework.

Cyber Security – Actively seek out the company's policies and procedures and ensure you fully understand and abide by them.



Leadership



Collaboration



Knowledge



Innovation



Accountability

Travel – As Murray PHN covers a wide regional and rural catchment some travel may be required as part of this role. This position will require a current driver’s licence which must be provided prior to commencing employment.

Knowledge, skills, experience and qualifications

The knowledge, skills, experience and qualifications for this role are:

Essential

- Relevant degree qualifications; ideally in Commerce, Law Business or Procurement
- Certificate IV in Government Procurement and Contracts, or similar
- At least seven (7) years’ experience in a similar role.
- Demonstrated experience in end to end procurement activities and probity, particularly in the public sector.
- Methodical approach to work and evidence of working effectively during periods of high demand.



Desirable



- Post graduate qualifications in Commercial or Contract Law,
- Commissioning / PHN experience

Behavioural competencies


This role has been evaluated at a Level NC6 and success in the role requires the right behavioural skills to be demonstrated. Detailed descriptors can be found in the Murray PHN Behavioural Competency Framework.

The incumbent is required to demonstrate proficiency in the following areas:

Core behavioural competencies	
	<p>Communication</p> <ul style="list-style-type: none"> • Effectively delivers messages to audiences across Murray PHN; provides both the big picture to aid understanding of organisational strategy and the detail to aid understanding of impact to the audience • Builds effective two-way communication channels within team and across Murray PHN, encourages others to actively seek input and listen to diverse points of view, makes others aware of linkages across teams and work streams • Develops and uses effective strategies to communicate with others, particularly in sensitive or high pressure situations
	<p>Change agility</p> <ul style="list-style-type: none"> • Clearly articulates the rationale and organisational benefits of change, as well as the impact of change on teams across Murray PHN, encourages team members to share their opinions and feedback on change • Draws a clear roadmap for change, creates supporting systems, processes and infrastructure to ensure that own teams are not negatively affected by transition to change • Maintains team spirit during difficult situations; focuses team on shared objectives and reminds them of the need to stay cohesive

	<p>Accountability</p> <ul style="list-style-type: none"> • Empowers and coaches others to set high standards for team or project performance, and takes responsibility for delivering results within remit • Cares deeply about the success of Murray PHN and helps others to see the importance of their contribution to organisational success, ties individual goals and tasks to the strategic plan • Demonstrates persistence in overcoming and removing obstacles that impair goal achievement
	<p>Collaboration</p> <ul style="list-style-type: none"> • Identifies where individuals and teams should be working together across the organisation and encourages this • Creates an environment for healthy discussion and diverse perspectives that is in the best interest of Murray PHN's strategic objectives • Drives team performance under difficult circumstances; builds relationships and works effectively with others in different areas to gain cross-functional organisational successes
	<p>One team mindset</p> <ul style="list-style-type: none"> • Understands and is responsive to the needs, concerns and perspectives of varying key stakeholder groups • Creates opportunities to bring teams and/or cross-functional teams together to collaborate on Murray PHN initiatives • Creates alignment when working with conflicting individuals or groups to achieve organisational objectives, not personal agenda
	<p>Business acumen</p> <ul style="list-style-type: none"> • Role models efficiency and appropriate use of resources; teaches others about business operations and imperatives on a regular basis • Makes decisions and takes actions by considering the cost, value contribution, and business impact to own and other teams / locations across Murray PHN • Sees underlying connections, opportunities and/or potential conflicts of own and team actions on stakeholders within and external to Murray PHN

<p style="text-align: center;">Leadership competencies</p>	
	<p>Future focus</p> <ul style="list-style-type: none"> • Communicates a clear and compelling vision of the future of Murray PHN to various audiences and inspires teams to focus on their future needs and priorities • Develops business strategies aligned to Murray PHN's strategic vision, and provides clear direction to support the achievement of organisational goals and objectives • Anticipates and plans for future priorities for Murray PHN, foresees potential issues and considers solutions from the organisation-wide context

	<p>Enterprise leadership</p> <ul style="list-style-type: none"> • Drives information sharing across Murray PHN and develops mechanisms to recognise and reward cross-team knowledge sharing • Develops and maintains long-term strategic alliances and partnerships with key stakeholders within and external to Murray PHN and builds effective working relationships with them • Knows the right people to involve when they require information, assistance, during collaborative planning, or when solving complex issues
	<p>Interpersonal leadership</p> <ul style="list-style-type: none"> • Displays strong diplomacy skills; anticipates and prepares for how others will react • Adapts leadership approach and style to the personalities, styles and needs of colleagues, partners, and key stakeholders • Provides individuals with development opportunities to test and expand their capabilities; readily interprets verbal and non-verbal communication to determine any issues or resistance, supports individuals to succeed
	<p>Change leadership</p> <ul style="list-style-type: none"> • Anticipates the need for change, builds a strong case for it to seek sponsorship at all levels by using multiple channels for communication and supports translation of change into tangible initiatives • Recognises differences in employee readiness for change and adapts support strategies accordingly • Effectively leads the implementation of changes across business areas