

Position Description

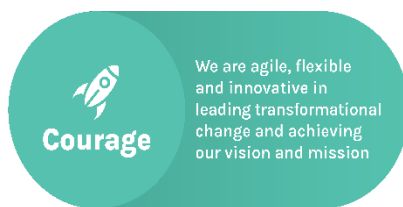
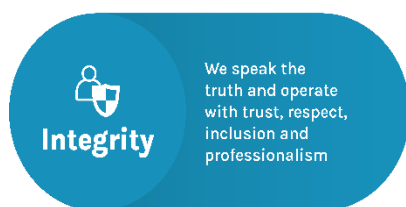
Position Title	Procurement Specialist
Reports To	Procurement and Contracts Manager
Business Unit	Corporate Services
EMPHN Classification	Band 3, Full Time

About EMPHN

With our partners, we facilitate health system improvement for people in eastern and north-eastern Melbourne. In doing this, our three key strategic priorities are:

- **Drive equitable access and outcomes for communities**
- **Connect our partners and communities to enable integration and change**
- **Leverage insights to improve outcomes, drive value and demonstrate impact**

Our organisational values underpin the work we do.



Purpose of Position

The Procurement Specialist is responsible for the administration and delivery of EMPHN's procurement function. Reporting to the Procurement and Contracts Manager, this role ensures that all procurement processes are conducted professionally, efficiently, and in strict compliance with EMPHN's policies and procedures, particularly those related to Procurement, Risk Management, Commissioning, and the Value for Money framework.

Procurement is integral to EMPHN's strategic approach to driving change across the health system. Within the framework of the Business Plan, the Procurement Specialist will collaborate closely with the Procurement team, the Procurement and Contracts Manager and other team members. This collaboration involves working with relevant leaders to ensure the smooth and timely execution of procurement processes, adherence to the Value for Money framework, and the application of policies and systems that enhance the efficiency and effectiveness of EMPHN's procurement function.

Key Relationships and Stakeholders

Internal

- Executive Leadership Team
- Relevant EMPHN managers and Leaders
- Relevant teams across the organisation
- Employees and contractors

External

- Providers, Auditors, Stakeholders
- Government Departments
- Providers
- Legal consultants

Key Accountabilities

Procurement Administration

- Manage tendering efforts, data provision, contract status/activity progress reporting, planning, contract issuing and execution.
- Ensure all procurement processes are administered in accordance with all appropriate EMPHN policies and procedures, including but not limited to Procurement, Risk Management and Commissioning policies and procedures.
- Contribute to the procurement planning cycle including but not limited to the procurement schedule, contracts administration and operational planning so it is delivered in an efficient and effective manner.
- Establish and maintain the annual procurement tracker document, enabling regular input and review of progress..
- Contribute to the new Commissioning Lifecycle Management (CLM) system ensuring it aligns with the needs

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of the commissioning cycle and procurement function within this cycle.

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- Deliver on any procurement-related administration requirements inclusive of but not limited to:
 - Processes leading to contracts being signed off by the approved signatory in line with the instrument of delegation
 - Database administration and updates, as required by the team and the Manager
- ELT/Board reporting tasks including but not limited to:
 - Collation of data for the ELT and Board to review and assess performance and risk
 - Delivery of draft reports, in full and on time, as required, for the Manager to review, edit and finalise
- Contribute to the annual cycle of internal and external reporting as required by the Manager and the wider team.
- Ensure the contract management System is updated accurately as required by the Manager and the wider team.
- Contribute to new staff inductions ensuring procurement administration and the contract management system is effectively included to all.
- Collaborate as necessary to ensure the most accurate and up to date legal and probity advice has been taken into account and factored in for procurement and contract correspondence.

Operational Delivery

- Contribute to procurement governance and key risk mitigation strategies through effective procurement administration.
- Ensure all procurement work in progress is aligned to delivery of planned outcomes relating to operational delivery.
- Ensure Procurement is embedded into programs and activities ensuring appropriate levels of accountability and probity in the management of public funds.
- Educate the workforce on EMPHN procurement processes and practices through training, collaboration and provision of procurement advice.
- Encourage inclusion of procurement processes, policies, systems and applications as key inputs into operational requirements.
- Provide timely and accurate information, reports and advice to the team, manager and other relevant stakeholders, as needed.

• Business Improvement and Innovation

- Identify opportunities for innovation and continuous improvement to strengthen the team's position and delivery.
- Actively participate in preventing, responding to and reporting information security threats or incidents.
- Ensure awareness of EMPHN's quality and information security objectives and what is needed to comply with the Quality Management System (QMS) and Information Security Management System (ISMS) and ISO Standards.
- Uphold and safeguard information security and quality processes and outputs.
- Contribute to opportunities for innovation and continuous improvement in line with ISO standards, QMS and ISMS.
- Contribute to quality improvement and risk mitigation strategies consistent with policies and procedures.
- Ensure compliance with policies, procedures and systems relevant to the function and/or team.

Individual Leadership

- Role model the desired culture, consistent with EMPHN's values and behaviours, including the modelling of a practical and positive approach to health, safety, diversity, inclusion, wellbeing, and environment.
- Enhance EMPHN's culture through modelling standards of behaviour consistent with EMPHN's values and enable a culture of high performance.
- Display personal leadership through role modelling and delivery of work practices that comply with relevant regulatory and legislative requirements, in line with policy, procedures and systems to deliver on outcomes.
- Enable optimum performance across EMPHN through individual leadership, collaboration, team engagement and ongoing learning.
- Provide high quality, clear, concise, and credible information to support and guide individuals, teams, stakeholders and partners of EMPHN.

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- Display attributes including being proactive, a positive can-do attitude, integrity, collaboration, motivation, and courage.

Stakeholder Engagement and Relationship Management

- Ensure effective and strong relationships with internal and external stakeholders in a manner consistent with EMPHN values and that supports achievement of EMPHN's strategy.
- Provide guidance and direction to deliver business priorities and operational goals in an innovative manner and partner with stakeholders in a highly effective, customer-focused and responsive manner.
- Develop rapport with new stakeholders quickly, build and sustain positive and effective relationships.

Qualifications

- Tertiary qualifications in procurement, business, law, commerce or related discipline are desirable
- Relevant post graduate qualifications are desirable.

Knowledge, Skills and Experience

- Experience in procurement across a multidisciplinary organisation, preferably in the health sector.
- Previous experience with procurement processes and systems.
- Understanding and commitment to ISO 9001 and ISO 27001 Quality Management System requirements.
- Demonstrable experience and accountability in working with successful multi-stakeholder projects, including an ability to work effectively under pressure to ensure outcomes are achieved.
- Demonstrated capability in planning, implementing and evaluating to meet organisational outcomes.
- Anticipate, identify and address issues and potential problems and select the most effective solutions as required.
- Proven organisational skills, including priority setting, pursuing tasks to completion and achieving targets within deadlines.
- Developed interpersonal and relationship management skills including a positive attitude, emotional intelligence, collaboration, decision making, networking, motivation, teamwork, collaboration, negotiation.
- Strong verbal and written communication skills to enable ideas and opinions to be expressed clearly and effectively.
- Display resilience and courage by raising and working through challenging issues and seek alternatives.
- Ability to be proactive, agile and flexible in approach to work with a continuous improvement mindset.
- Understand and use available technologies to maximise efficiencies and effectiveness, including relevant IT systems.

APPROVAL

Vikrant Sharma	Procurement & Contracts Manager	Date:	1 November 2025
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