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|  | Position Description[All Calvary Services/Service]Version: [1.0] |

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| **Position Title:** | ICT & CORPORATE Procurement Lead |
| **Position Number:** | TBC | **Cost Centre:** | J1108 |
| **Site/Facility:** | Calvary National |
| **Department:** | Procurement |
| **Enterprise Agreement:**  | 12 Month Contract with an option to possibly extend 6-12 months  |
| **Classification:** | NA |
| **Reports To:** | National Procurement Category Manager |
| **Date of Preparation:** | September 2024 | **Date Updated:** |  |
| **Primary Purpose** |
| The Procurement Lead is responsible for supporting the ICT & CORPORATE business / Category Leader/ National Procurement Category Manager(as required) in the development, deployment and effective management of ICT & CORPORATE category strategies in order to deliver sustained value and competitive advantage to business unit(s) and the organisation as a whole.The incumbent will be required to demonstrate best in class procurement processes and ways of working in the delivery of day to day role responsibilities. Primary responsibilities include:* Assist with the development and delivery of total cost of ownership solution models for defined ICT & CORPORATE portfolio of sub-categories / strategic sourcing initiatives.
* Develop sub ICT & CORPORATE category / strategic sourcing plans in line with the overall direction of the defined category plan / spend strategy.
* Develop, implement and manage source to contract strategies (including the structuring and negotiation of product and/or service contract strategies) which deliver material benefits as recognised by the business and support functions and which contribute to the Corporation’s strategic objectives and Supply Chain performance targets.
* Lead and support as appropriate ICT & CORPORATE commercial engagement activities including, but not limited to, go to market strategies through requests, supplier negotiations and contract development and execution.
* Assist the Procurement / Category Leader / National Procurement Category Managerwith the development, implementation and management of enterprise wide strategies for defined portfolio of sub-categories.
* Develop and lead complex and cross functional procurement ICT & CORPORATE projects, ensuring project plans are deployed tracking benefits and status of all projects.
* Contribute to the development and embedding of Procurement / Supply Chain process and IP, knowledge and capability across the business.
* Engage and influence internal business partners and external supply partners to achieve the desired business outcomes through the adoption of mature procurement practices.
* Assist in driving supplier innovation at both the Calvary group and business unit level with the support of the Category Leader / National Procurement Category Manager.
* Lead and support as appropriate the management of contract arrangements ensuring compliance and delivery against contract metrics and performance levels.

 The focus and scope of this role will vary in subject matter, project responsibilities and scope depending on the broader Calvary group and/or Business Unit requirements. |
| Organisational Environment |
| At LCM Health Care our vision as a Catholic Health, Community and Aged Care provider is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.Our Services include public and private hospital care, acute and sub-acute care, palliative care, community care and aged care services, in both rural and metropolitan areas. |
| Accountabilities and Key Result Areas |
| People and Culture | * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
* Confidence and ability to effectively engage with stakeholders at all levels at both the Calvary group and Business Unit level.
* Proactively develop internal and external stakeholder relationships.
* Supports Calvary’s procurement strategy and policy with business partners.
* Recognise and manage conflict, or escalate, where appropriate.
* Exhibit self-awareness and self-management.
* As appropriate, participate in, or lead, working groups as a representative of the Procurement / Chain function.
* Work proactively with the internal and external stakeholders.
* Actively participate as a representative of Calvary for both internal and external clients & stakeholders.
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| Commercial Strategy and Excellence in Service Delivery | * Support the development of strategic service partnership arrangements, monitoring of performance and alignment to the business requirements and commercial strategy.
* Support the development of a procurement plan that aligns to Calvary group and business strategies and delivers targeted savings.
* Support the Category Leader / National Procurement Category Managerin developing, implementing and delivery of commercial strategies for specific expenditure categories / suppliers at both the Calvary group and Business Unit level.
* Support / lead as appropriate market engagement, contract management and supplier relationship management activities.
* Support the Category Leader / National Procurement Category Managerin the identification, implementation and leveraging of commercial solutions and opportunities across the Calvary group and across Business Units.
* Effective delivery of procurement practices with regard to sustainability, ethical purchasing standards and costing.
* Collaborate effectively with business stakeholders to ensure appropriate contract governance and performance management.
* Participate in virtual and cross-functional teams to deliver agreed initiatives.
* Participate in virtual and cross-functional teams to plan and prioritise delivery of activity (i.e. commercial, sustainability, vendor management).
* Actively explore opportunities to create greater productivity and efficiency in procurement process and project delivery.
* Participate in ongoing continuous improvement and implementation of procurement policies & procedures.
* Support the provision of high quality reporting with regard to procurement initiatives, contract performance, risk management etc.
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| Results focused | * Establishes challenging goals for self that are designed to achieve business results.
* Determines actions required to achieve specific business initiatives, adjust activities and timelines.
* Maintain momentum and a sense of urgency towards achieving results, address performance gaps, is resilient and outcome focused.
* Leads positively in challenging situations.
* Makes recommendations regarding short to long term procurement strategies.
* Measures progress against strategy.
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| Communication Skills | * Maintain clear and concise communication with internal and external stakeholders.
* Ask questions to develop others understanding of the situation and build problem solving skills.
* Provide clear and constructive feedback, advice and guidance.
* Communicate clearly with peers and stakeholders across the business unit and organisation as required.
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| Decision Making | * Ability and willingness to secure information and identify key issues and relationships.
* Compare data from different sources, develop alternative courses of action based on logical assumptions and factual information taking into account resources, constraints, organisation values, business and organisation objectives and outcomes and customer requirements.
* Consults Category Leader / National Procurement Category Manager / business partners to syndicate and agree appropriate course of action / decision.
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| Risk Management, Governance and Policy | * Understand and maintain awareness of the Calvary risk framework, policies and practice as it applies to the activity you are managing.
* Identify, escalate and report on any discovered issues, particularly in relation to procurement / supply chain activity.
* Demonstrate an understanding of the stated sustainable business practices e.g. supply chain sustainability, modern slavery and incorporate within all procurement activities.
* Supporting the Category Leader / National Procurement Category Manageras required to ensure all contracts and business related responsibilities assigned to you remain compliant and current.
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| Work Health & Safety (WHS) Responsibilities | * Take reasonable care of your own health and safety and the health and safety of others in the workplace.
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests.
* Report to your supervisor any incident or unsafe conditions which come to your attention.
* Encourage and actively support suppliers in achieving Calvary WHS objectives and targets.
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| Self-Leadership | * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
* Take ownership for self-development.
* Maintain an awareness of new and emerging trends, dynamics and best practice through relevant research, industry forums, networking, self-development, qualitative and quantitative data sources or other formal training provided in conjunction with your role. Ensure this knowledge is applied and shared to further develop Calvary’s procurement capability.
* Work proactively to support the Category Leader / Head of Procurement in day-to-day team activity.
* Maintain confidentiality and act professionally within ethical boundaries.
* Promote the procurement function to be recognised as a strategic partner.
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| **Key Relationships** |
| Internal: | * National / Executive Team
* Procurement function team members
* National Office colleagues
* Business Unit Representatives
* Members of Calvary functional teams and including: Legal, Finance, WHS & Risk, PMO etc.
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| External: | * ICT & CORPORATE Service Providers / Suppliers
* Auditing and consulting firms
* Catholic Negotiating Alliance members
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| **Position Impact** |
| Direct Reports: | N/A |
| Budget: | N/A |
| Selection Criteria |
| **Knowledge*** Relevant tertiary, business or similar qualifications e.g. tertiary qualifications in Procurement, Supply Logistics, Finance or Business with relevant professional experience
* Experience in leading / managing end-to-end ICT & or CORPORATE Procurement lifecycle and commercial management, and general service contract management.
* Understanding and experience in risk management policy and practice.
* Understanding in dealing with sustainability and corporate responsibility issues

**Technical Skills*** At least 3-5 years working at a ICT & or CORPORATE Category Specialist /Technical Specialist level
* Strong experience in assisting in developing ICT & or CORPORATE procurement strategies, including leading negotiations and contract development. Procurement of Food and Finance systems highly regarded.
* Demonstrated experience partnering with line management in gaining significant cost savings through innovative procurement practices
* Proven track record of supporting the application of category management in a multi-faceted, multi-site corporate environment
* Good understanding of ICT & or CORPORATE strategic sourcing, contract development, supplier management and procurement metrics reporting
* Good understanding of procurement methodologies as applied within a category management framework
* Good communications, influencing, presentation, project management and networking skills
* Well-developed ICT & or CORPORATE category knowledge

**Desirable*** Exposure to ERP platforms such as Finance One, SAP, Oracle, Technology 1 or similar
* Knowledge and experience of the health industry
* CIPS or equivalent professional qualification
* Lean Six Sigma, DIMAC
* Project Management
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |