

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Manager, Procurement - Digital Health Transformation Program
Position Number:	527524
Classification:	General Stream Band 8
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Health ICT – Program Management Office Digital Health Transformation Program
Position Type:	Fixed-Term, Full Time
Location:	South
Reports to:	Director - Program Management Office
Effective Date:	October 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant tertiary qualifications (or equivalent), or certification, or progression towards certification with, a recognised industry body e.g. World Commerce and Contracting Current Driver's Licence

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As a member of the Health ICT Program Management Office, the Senior Manager - Procurement delivers on the outcomes of the Digital Health Transformation Program's Procurement Strategy and manages and provides guidance to Departmental ICT sourcing activities, including procurement design and planning, procurement initiation, evaluation, negotiation and contract execution.

Lead a procurement practice that sources ICT solutions and supplier relationships that deliver continuous, sustainable business benefit to the Agency and establish and embed a constructive, high performance and outcome focussed culture within the HICT PMO procurement team.

Duties:

1. Provide high level strategic and operational advice to the Agency's executive and business unit Directors on all aspects of ICT product and service procurement.
2. Provide high level leadership, expertise, strategic advice and management of HICT's Procurement team, including coordination of human, physical and financial resources, policy development and planning and quality improvement.
3. Review and provide recommendations on strategies, policies, systems and processes for the management of financial resources of the Agency as they relate to procurement, contract and business improvement functions.
4. Provide leadership to develop strategies and evaluate services for improvement in relation to all aspects of the procurement lifecycle.
5. Provide a high level advisory and consultancy service to management on best practice models of delivering procurement services that consistently deliver high quality solution outcomes.
6. Manage arrangements and communication with major internal and external stakeholders to the Unit and Agency to facilitate integrated service delivery and effective procurement services management, including compliance with the relevant Treasurer's Instruction's requirements.
7. Represent the Business Unit on working parties, interdepartmental committees and other groups.
8. Continually review ways of working and seek opportunities for improvement that achieve high quality, sustainable procurement outcomes for the Agency.
9. Continuously identify and manage issues and risks as they relate to the Program's procurement activities.
10. Establish a vendor management framework for HICT that incorporates the appropriate policies and procedures necessary to optimise the benefits and value from supplier relationships throughout their entire lifecycle.
11. Establish key performance indicators and targets for the HICT Procurement team, that are aligned to HICT delivering on its strategic objectives and outcomes.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Senior Manager - Procurement holds a senior management position and receives only broad direction from the Director, Program Management Office. The occupant will work independently and function without day-to-day supervision and will:

- Contribute to the policy development, strategic planning and effective management and direction of the Agency in the context of ICT product and service procurement.
- Deliver diverse and complex tender processes and contract negotiations on time, within budget and to a defined quality.
- Engender and actively demonstrate a constructive culture within the HICT procurement team aligned to HICT being able to deliver on its strategic objects
- Manage the physical, human and financial resources of the HICT Procurement team

- Work collaboratively with key staff across the Agency.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Extensive experience in, and knowledge of, ICT procurement management for large complex organisations.
2. Demonstrated high level knowledge and understanding of the current issues impacting the health industry, with particular knowledge of issues relating to health sector technology procurement.
3. Demonstrated high level interpersonal, communication, negotiation and conflict resolution skills including the ability to represent the Agency, explain its goals, policies, products and services, and identify and negotiate mutually acceptable solutions in situations of differing interest.
4. High level knowledge, experience and skills in performance and business management, together with a detailed knowledge of and demonstrated experience in service development, policy, planning and evaluation techniques and strategies.

5. High level knowledge, experience and capability in the understanding of contractual constructs including comprehending contractual clauses and their purpose.
6. Extensive knowledge of and demonstrated experience in high level project management, change management and leadership, including the ability to initiate, formulate and manage complex and diverse projects.
7. Extensive knowledge of and demonstrated experience in supplier relationship management and contemporary procurement practices.
8. Proven experience to lead and work as part of a team, establish, promote and demonstrate a high performing team culture, instil values that have probity at their core, lead and manage people and be adaptable and flexible to achieve results in an environment of change, ambiguity and pressure.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).