

Role Name: Procurement Specialist

Role data

Position no.	E10773	Work Area Profile	Financial Control and Procurement
Work Level Classification	Ahpra Level 6	Directorate/Business Unit	Finance and Risk
Reports to (role)	Procurement Specialist Lead	Location	Various
No. direct reports	None	No. of indirect reports	None
Version date	13 May 2021	Tenure	Ongoing, Full Time

Work Area

Ahpra's overall mission is to protect the public by regulating health practitioners efficiently and effectively to facilitate access to safer healthcare for Australians. Finance & Procurement contributes to this mission by leveraging data, embracing technology and enabling change. By understanding the data that is relevant to decision making and providing in depth analysis where necessary, Finance & Procurement supports the strong functioning of the Agency Management Committee, Finance, Audit and Risk Management Committee, the National Executive, all fifteen National Boards and our co-regulatory partners. Finance & Procurement help maintain the financial discipline of the National Registration and Accreditation Scheme and financial sustainability of the National Boards so that fees paid by practitioners are kept to reasonable levels in line with the expectations of health ministers.

Procurement provides an end-to-end procurement solution including vendor management, market engagement and effective governance.

Role Purpose

The **Procurement Specialist** is responsible for ensuring we engage with suppliers through effective procurement processes that meet all legal and governance requirements.

Key Accountabilities

- Stakeholder Management: Provide a customer-focused procurement service, so that Ahpra staff can effectively and efficiently procure goods and services in a way that is accountable and ensures value for money along with establishing and managing relationships with prospective vendors.
- Responsible for the procurement of external goods and services within policy and best practice.
- Responsible for tender process and procurement reports and support the strategic sourcing of external goods and services.
- Market intelligence activities, trends analysis and development and application of current best practice procurement.
- Responsible for developing the category management strategy for professional services procurements in accordance with best practice. This involves establishing and managing relationships

with prospective vendors and assisting as needed with any other procurement of external goods and services.

- Lead in implementing solutions for Ahpra to deliver measurable cost savings and efficiency improvements across the professional services procurement category.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
 - Take reasonable care for own and others' health, safety and wellbeing
 - Adhere to Ahpra's workplace health, safety and wellbeing policies and procedures

Capabilities for the role

The Ahpra [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency level
Service	Commits to customer service	Intermediate
	Displays leadership	Foundation
	Generates and delivers the strategic vision	Foundation
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Intermediate
Collaboration	Builds constructive working relationships	Intermediate
	Communicates effectively	Intermediate
Achievement	Demonstrates accountability in delivering results	Intermediate
	Uses information and technology systems	Foundation
	Displays personal drive and integrity	Intermediate

Qualifications/Experience	Required
Qualifications	Tertiary qualification desirable that is relevant to managing procurement of goods and services
Experience	<ul style="list-style-type: none"> • Recent procurement knowledge preferable in government throughout Australia

	<ul style="list-style-type: none"> • Demonstrated experience in procurement activities in a highly regulated environment. • Experience in procurement reporting development and data analysis • Demonstrated experience in building and managing positive and productive relationships with senior management, staff and multiple stakeholders in a complex organisation, preferably national in scope • Knowledge of best practice procurement principles and practices • Well-developed interpersonal, consulting and negotiating skills including the ability to liaise and provide advice to management and staff on procurement practices and procedures.
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Key relationships

Internal Relationships	External Relationships
Executives, National Directors and other business users of procurement services	Suppliers and vendors
Finance Team	