

Role Name: Category Lead - Corporate Supplies and Services

Role data

Position no.	E10081	Work Area Profile	Financial Control and Procurement
Work Level Classification	Ahpra Level 5	Directorate/Business Unit	Finance and Procurement
Reports to (role)	Procurement Specialist Lead	Location	Various
No. direct reports	None	No. of indirect reports	None
Version date	September 2022	Tenure	Ongoing

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, contract management and effective governance.

Role Purpose

The **Category Lead, Corporate Supplies and Services** is responsible for ensuring we engage with corporate suppliers through effective procurement processes that meet all legal and governance requirements and that we proactively manage the contracts to derive maximum value.

Key Accountabilities

- Stakeholder Management: Provide a customer-focused procurement service for corporate suppliers, 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 vendors.
- Responsible for category management of corporate supplies and services within policy and best practice.
- Manage contracts with providers, to ensure performance is measured and reported to Ahpra management.
- Support the tender process, evaluation matrix, procurement and strategic sourcing of external goods and services.

- Support market intelligence activities, trends, development and application of current best practice procurement.
- Support implementation of solutions for Ahpra to deliver measurable cost savings and efficiency improvements across the professional services procurement category.
- Support the development and ongoing maintenance of procurement reporting.
- 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.

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

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 corporate suppliers preferable in government throughout Australia • Experience in a highly regulated environment. • Experience in procurement reporting and exposure to data analysis • Ability to work autonomously as well as part of a team • Well-developed interpersonal and consulting skills including the ability to liaise with management and external suppliers • Knowledge of best practice procurement principles and practices
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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	