

# Equipment Category Group Functions

## (Information for job applicants)

The scope of services provided by the strategic Equipment Category team at Procurement and Supply Chain Management includes the following key areas:

- **Procurement/Sourcing**

- Leading high value equipment acquisition projects and tendering activities, also comprising consumables and maintenance services for Whole of Health and all Local Health Networks, SA Ambulance, SA Pathology, SA Medical Imaging etc. from initiation through to contract execution
- Coordinating development of various agreements with suppliers such as equipment lease, loan and consignment agreements
- Assisting SA Biomedical Engineering with realising procurement projects of lower value and complexity managed at the hospital level
- Provision of expert advice on best procurement and contract implementation practices to stakeholders.

Procurement Examples:



- **Contract Management**
  - Category Management & Contract Implementation Planning
  - Management and Administration of Whole of Health contracts
  - Assistance to Business Units across SA Health with managing ongoing supplier performance
- **Customer Service**
  - Procurement process and policy advice to Business Units
  - Advice on preferred procurement strategy and forward planning
  - Customer assistance with resolution of supplier issues
  - Development of improved partnership model with key stakeholder across SA Health to enhance customer service, improve efficiency and increase savings
  - Supplier relationship management
- **Governance and Corporate Support**
  - Reporting on process, policies and governance
  - Responding to Ministerial, supplier and internal government enquiries
  - Contributing to work of various Committees in the provision of procurement advice
  - Assistance to Business Units with managing compliance