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SA Health Job Pack

Job Title	SA Pharmacy State-wide Contracts Manager
Job Number	649542
Applications Closing Date	01/06/2018
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	SA Pharmacy
Location	Bedford Park
Classification	ASO4
Job Status	Part time, 22.5 hours per week, ongoing
Indicative Total Remuneration*	\$74,973 - \$78,398

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☒ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Vaughn Eaton
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Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	SA Pharmacy State-wide Contracts Manager
Classification Code:	ASO4
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster	State-wide Clinical Support Services
Division:	SA Pharmacy
Department/Section / Unit/ Ward:	
Role reports to:	Portfolio Lead, Procurement & SA Medicines Formulary, SA Pharmacy
Role Created/ Reviewed Date:	July 2017
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

- > The SA Pharmacy State-wide Contracts Manager is responsible for supporting the undertaking of sourcing and contract management activities across SA Pharmacy to ensure value for money is realised, contracts deliver the required outcomes, and risks are appropriately managed through the procurement process.

Direct Reports:

- > none

Key Relationships/ Interactions:

Internal

- > SA Pharmacy managers and staff
- > Procurement and Supply Chain Management
- > SA Health customers and Health Unit management
- > Key SA Health and SA Government network groups and procurement stakeholders

External

- > Therapeutic Goods Industry
- > SA Health suppliers
- > Other external providers

Challenges associated with Role:

Major challenges currently associated with the role include:

- > The ability to understand multiple procurement scenarios and provide accurate and consistent procurement advice
- > Dealing with changing priorities and being able to adjust to the priorities of the team.
- > Understanding of the systems that support procurement e.g. Procurement and Contract Management System (PCMS), Oracle, iPharmacy.

Delegations:

- > As defined by current SALHN Financial Delegations and Human Resource Delegations

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited too:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and Determinations of the Commissioner for Public Sector Employment.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009*.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Some out of hours may be required.
- > Hours may vary as per departmental roster
- > Some travel may be required
- > May require a health assessment prior to commencement

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Support the development of strategic sourcing and contract management arrangements across SA Pharmacy	<ul style="list-style-type: none"> > Provide advice and services in relation to best practice procurement and contract management. > Implement procurement/category management strategies, including the development and review of necessary procurement and contract management documentation. > Comply with relevant statutory requirements in order for SA Pharmacy to achieve value for money in its procurement operations. > Undertake risk assessments and establishing mitigation strategies and controls in relation to procurement and contract management projects. > Facilitate the evaluation and assessment of goods, services and minor works. > Research, analyse and recommending appropriate procurement and contracting solutions for SA Pharmacy. > Implement continuous improvement initiatives and strategies. > Maintain business systems that support procurement and contract management processes.
Support the establishment of sourcing arrangements for goods, services and minor works for SA Pharmacy	<ul style="list-style-type: none"> > Provide procurement advice and services to stakeholders relating to procurement processes. > Provide support and guidance in the formulation of acquisition, tender, evaluation, risk management, negotiation, contracts, and contract management plans, document, and strategies. > Provide procurement advice, support and coordination for identified critical stock shortages of pharmaceuticals in consultation with the Portfolio Lead > Review procurement and contract management documentation to ensure compliance with both statutory and SA Health requirements. > Evaluate offers and negotiating with internal and external stakeholders. > Contribute to the development and timely execution of contracts. > Provide advice, obtaining appropriate approvals and ensuring processes are undertaken in accordance with SA Health and SA Government delegations and frameworks. > Review contracts to ensure they are in keeping with legislative requirements and are legally binding. > Review contracts to ensure they contain evidence of supporting SA Health and Government policies as they relate to procurement.
Contract Management	<ul style="list-style-type: none"> > Contribute to the establishment and review of contracts in a timely manner. > Provide advice and guidance to stakeholders relating to contract management and performance. > Resolve contract and provider/supplier performance issues. > Provide regular reports on supply arrangements to key stakeholder groups. > Research and analysing information/data on usage and business needs of key strategic goods and services. > Contribute to the development of contract management plans, undertaking contract reviews, and undertaking performance reviews, including re- negotiating contract terms. > Implement supplier development and provider strategies to ensure optimal performance and capability. > Research the market and alternative suppliers to support benchmarking

	<p>activities, contingency planning and the development of competitive strategies.</p> <ul style="list-style-type: none"> > Facilitate the improvement of existing and future contracted supply arrangements for SA Pharmacy.
Relationship Management	<ul style="list-style-type: none"> > Maintain relationships with key suppliers and service providers. > Maintain relationships with SA Health staff. > Contribute to the implementation and maintenance of stakeholder management plans that provide a structure for appropriate contract governance and ownership. > Maintain relationships with other SA Government agencies and interstate jurisdictions to support the identification of sourcing and contract management opportunities. > Communicate with stakeholders and seeking feedback on procurement operations and services to ensure activities are conducted in accordance with applicable policies, guidelines etc. > Promote awareness of effective category management practices. > Liaise with commercial analysis, buying, inventory control and other PSCM work groups to determine if targets and objectives are being met. > Maintain an up-to-date understanding of customers' business needs, changes to service delivery and supply markets.
Contribute as a member of a team to achieve SA Pharmacy Procurement and supply chain business objectives	<ul style="list-style-type: none"> > Support other team members and undertaking other duties as necessary to meet team objectives. > Deliver on-time and on-budget results. > Participate in change management initiatives across SA Pharmacy and SA Health. > Perform duties in a manner that reflects the values and ethical standards of SA Pharmacy. > Contribute to a work ethos that focuses on the achievement of identified program/service outcomes.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Personal Abilities/Aptitudes/Skills:

- > Ability to influence stakeholders in the procurement process face-to-face, and indirectly, whether through verbal or written communication
- > Ability to anticipate potential problems and to redesign processes and systems so as to minimise their reoccurrence
- > Ability to communicate verbally in a clear a succinct way and to communicate clearly in writing in particularly drafting business communication such as emails, letters, reports and procurement documentation whilst complying with relevant probity requirements .

Experience

- > Experience working with others in a multi-disciplinary team environment to achieve successful outcomes.
- > Experience in interpreting data and developing reasoned inferences from the analysis to support better business decisions
- > Demonstrated work record of identifying business needs, translating those needs into appropriate procurement objectives and developing procurement strategies that support the realisation of the business needs.
- > Experience in managing multiple priorities and making choices about time allocation whilst maintaining customer satisfaction

Knowledge

- > Knowledge of the procurement process and how it contributes to organisational goals
- > Knowledge of category management principles, tools and techniques

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > An appropriate tertiary qualification in procurement, commerce, finance, economics, business management, law or equivalent

Personal Abilities/Aptitudes/Skills:

- > Ability to build rapport with a wide range of stakeholders both within SA Health and outside, in such a way as to develop trust and cooperation, and support the goals of SA Pharmacy Management

Experience

- > Experience in identifying stakeholder needs, developing service strategies, and providing quality, timely and on budget services in either a public or private sector environment.
- > Experience of the end to end procurement process including of Acquisition Planning following State Procurement Board guidelines

Knowledge

- > Knowledge of the principles, practices and Government policies associated with category management and procurement.
- > Knowledge of the functions, policies and processes of the State Procurement Board

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

SA Pharmacy was established in response to pressure placed on South Australia's public pharmacy services and cost structures through increased demand, scarcity of resources, changes to technology and increasing need for quality and safety. On July 1st 2012 SA Pharmacy was established and included all major metropolitan and country public hospital pharmacy services. SA Pharmacy aims:

- > To support timely and efficient patient care
- > Ensure a sustainable service that will meet the needs of the South Australian public now and in the future
- > Foster a close working relationship with customers of the service
- > Promote a continual improvement culture by recognising the importance of research, teaching, training and safety and quality.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

SA Pharmacy Cultural Values

SA Pharmacy welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. SA Pharmacy is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: