

Role description

Role title:	Procurement Specialist
Division/Hospital:	Procurement and Supply Chain Operations
Date created/Reviewed:	Aug 2021
Reports to:	Category Manager

Role Purpose

The purpose of the Procurement Specialist role is to deliver customer-focused, best value procurement services and ensure that services remain aligned with overall Mater Mission, Values, Heritage, Strategy, Values and Vision.

The Procurement Specialist is part of a Centre-led Category Management team, which is focused on building collaborative relationships and adopting a business partnering approach.

The Procurement Specialist is responsible for the delivery of sourcing and procurement activities which provide value for money through the implementation of best practice procurement governance and contracting processes. This role is responsible for providing advice to stakeholders including customers and suppliers.

The main focus and responsibility of this role is procurement activities that are a dependency for Mater's new public hospital at Springfield to open in early 2026

The Procurement Specialist will also undertake market analysis, drive continuous improvement, implement standard procurement processes, deliver general sourcing activities and support contract negotiation.

The role is responsible for maintaining a comprehensive knowledge database of suppliers' markets, capabilities and technology and supporting the implementation of strategic commercial agreements that optimise value for money.

Behavioural Standards

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

Role Level Accountabilities

This role is responsible for fulfilling the following accountabilities:

Self-Accountabilities: For all Mater people

My Behaviour	<ul style="list-style-type: none"> I role-model the values in the way I behave towards others and adhere to organisational behavioural standards at all time I translate mission into practice in my behaviour and actions
My Role	<ul style="list-style-type: none"> I am accountable for ensuring that: I am clear on the tasks and accountabilities that are associated with my role I fulfil any mandatory/professional competency requirements I contribute to, and sign off on, my performance objectives and development plan I request regular feedback from my manager in order to meet target performance expectations throughout the year I carry out my development plan I make an active contribution in my role as a team member
Safety and Quality	<ul style="list-style-type: none"> I am accountable for: contributing to safe and quality patient/student care and employee safety on every occasion by adhering to the relevant legislation, standards, policies and procedures contributing my part to 'zero harm' for staff, and 'zero preventable harm' for patients
Client Experience	<ul style="list-style-type: none"> I am accountable for: contributing to the positive experience of student, patients and visitors to MHS in everything that I do providing information to students, patients, carers and consumers that is evidence based, useful and meaningful to them
Continuous Improvement	<ul style="list-style-type: none"> I am accountable for recognising inefficiencies in my role and raising them with my Manager
Reputation	<ul style="list-style-type: none"> I am accountable for representing Mater and being a champion of all that is great about working at Mater

Reporting Relationships

Reports to:	Senior Category Specialist
Reporting to this position:	None
Key internal relationships:	Mater Support Services Mater Hospitals and Clinical Services
Key external relationships:	Suppliers Business and Corporate Partners Industry Bodies and Associations

Role specific expectations

Category management

- Develop and maintain a good understanding of the overall category strategy and work to deliver the planned objectives and outcomes.

Strategic sourcing

- Participate in the development and implementation of procurement plans and initiatives, based on agreed customer needs and priorities, that maximise the value secured from each dollar spent.
- Undertake planning, coordination and implementation of low to medium value and low to medium complexity procurement projects that drive continuous improvement within the procurement function, taking the lead in ensuring execution of specific project elements.
- Develop Request for Proposal (RFP) documentation including risk strategies, evaluation plans and reports in line with defined requirements and in consultation with key stakeholders.
- Adhere to standard procurement processes that comply with Mater procurement governance requirements, acting as Probity Officer, raising instances of non-compliance and providing advice and guidance to improve processes.
- Maintain a comprehensive knowledge database of supplier markets, capabilities and technology.
- Share knowledge and best practice across the Procurement and Supply Chain Operations team.

Contract management

- Contribute to the monitoring of benefits delivered, both financial and non-financial.
- Monitor and explain benefits delivered to each customer, comparing to contracted outcomes and developing mitigation options where appropriate.
- Provide the customer and market information required to underpin effective supplier negotiations and support Managers in negotiating agreements that deliver best value for money.
- Manage the implementation of contracts that incorporate appropriate performance incentives linking desired outcomes to payments and enable effective contract performance management.

Supplier Relationship Management

- Manage the processes in place to effectively manage supplier performance and to ensure that procured value is fully delivered.
- Proactively identify any actual/potential performance escalation issues and provide analysis to support the discussion and resolution of those issues with the relevant suppliers.
- Support the development of contingency plans for key suppliers and services.

Stakeholder Engagement

- Engage with customers and suppliers on procurement opportunities, working closely with them to support and inform the procurement process.
- Develop relationships with Procurement and Supply Chain Operations team members in order to drive maximum benefit from all initiatives.

Professional development

- Continually develop knowledge and understanding of professional expertise and share information with leaders and peers.
- Participate fully with Mater Career Development initiatives and proactively seek ways to increase professional expertise.
- Discuss and agree steps for professional development, raising suggestions for learning and growth.

Interprofessional leadership

- Actively build awareness and understanding of Mater Group and Mater Health values.
- Positively promote the Hospital and the Mater Health organisation both internally and externally.

Quality, Risk Management and Governance

- Adhere to the clinical and professional governance framework for Procurement and Supply Chain Operations.
- Follow Work Health and Safety guidelines and report all incidents to your Manager.

Other Duties

- Participate in meetings and other forums as required.
- This position may involve travel from time to time.
- Undertake other duties/tasks as requested from time to time.

Qualifications and Experience

Desirable Qualifications

- Although not essential, a relevant procurement qualification or certification or related discipline is highly desirable.

Technical Competencies

- Demonstrated procurement experience within a large, complex and diverse organisation, including identifying opportunities to improve the value delivered from every dollar spent and in delivering the initiatives required to secure that value.
- Demonstrated tender development and evaluation experience.
- Knowledge and practical experience in working with commercial and contract negotiations and contract and supplier management.
- Supplier engagement experience including attending supplier meetings, providing constructive feedback to suppliers based on evidence and resolving minor contract issues.
- Demonstrated knowledge and experience in contemporary procurement and category management practices and issues, relevant regulations and the ability to deliver best-value quality customer services.
- Knowledge and experience of e-procurement and contract management systems is essential, together with the ability to analyse complex data.
- Proven IT skills, including the Microsoft office suite.

Behavioural Competencies

- Strong customer service skills with the ability to communicate effectively with suppliers, customers and stakeholders to achieve outcomes.
- Excellent written and verbal communication skills.
- Proven analytical skills including the ability to analyse and interpret information, prepare written reports, deal with challenges creatively and achieve business focused solutions.
- Able to work collaboratively with customers to resolve problems and advise on possible solutions.
- Committed to best practice and continuous quality improvement and contributing thinking and ideas to improve service delivery.
- Excellent interpersonal skills and able to work collaboratively to influence positive connection with all suppliers, customers and stakeholders.
- Able to work effectively as part of a team and take ownership of priorities to support team delivery objectives.
- A values-led professional who aligns to Mater values and represents the organisation in a positive manner.

Workplace Health and Safety

- Demonstrates a visible and active commitment to personal well-being and healthy and safe workplaces and activities.
- Continuously looks to improve the health, safety and environmental performance of Mater.