



ROLE DESCRIPTION

Role Title:	Category Manager
Classification Code:	ASO5
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	Procurement Services, IT & Equipment
Division:	Corporate Services
Department/Section / Unit/ Ward:	Procurement and Supply Chain Management (PSCM)
Role reports to:	Principal Category Manager Corporate
Role Created/ Reviewed Date:	May 2021/ April 2024
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Category Manager is responsible for undertaking sourcing activities related to a designated category to ensure value for money is realised, contracts deliver the required outcomes, and risks are appropriately managed across SA Health through the procurement process. The key outcomes for this role are:

- > Strategies are executed that enable SA Health operating through effective procurement initiatives across SA Health.
- > Procurement negotiation strategies comply with SA Public Sector policy requirements and identify control measures to effectively manage SA Health's commercial risk.
- > Expert procurement services are provided to stakeholders that facilitate value for money outcomes and the procurement of commercially sound deliverables.
- > Procured goods and services meet the business requirements of SA Health.

Direct Reports:

- > Nil

Key Relationships/ Interactions:Internal

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

External

- > 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, Objective.

Delegations:

- > N/A

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Develop strategic sourcing arrangements	<ul style="list-style-type: none"> > Providing expert advice and services in relation to best practice procurement to all levels of stakeholders. > Implementing procurement/category management strategies in conjunction with key business stakeholders, including the development and review of necessary procurement documentation. > Ensuring compliance with statutory requirements in order for SA Health to achieve value for money in its procurement operations. > Undertaking risk assessments, establishing mitigation strategies and controls, and monitoring risks to procurement projects. > Facilitating the evaluation and assessment of goods, services and minor works. > Researching, analysing and recommending appropriate procurement and contracting solutions for SA Health. > Implementing continuous improvement initiatives and strategies. > Maintaining business systems that support procurement processes, including Oracle and the Procurement Contract Management System (PCMS).
Establish sourcing arrangements for goods, services and minor works	<ul style="list-style-type: none"> > Providing procurement expertise, consultative services, and probity advice to procurement processes. > Developing and providing support and guidance in the formulation of acquisition, tender, evaluation, risk management, negotiation, contracts, document, and strategies. > Reviewing and endorsing/approving procurement documentation to ensure compliance with both statutory and SA Health requirements. > Evaluating offers and negotiating with internal and external stakeholders. > Developing and facilitating the timely execution of contracts. > Providing expert advice and ensuring appropriate approvals are obtained and processes followed in accordance with SA Health and SA Government delegations and frameworks. > Ensuring contracts are in keeping with legislative requirements and are legally binding. > Ensuring contracts contain evidence of supporting SA Health and Government policies as they relate to procurement
Stakeholder/Category Management	<ul style="list-style-type: none"> > Establishing and maintaining relationships with key stakeholders. > Maintaining relationships with other SA Government agencies and interstate jurisdictions to support the identification of sourcing opportunities. > Communicating with stakeholders and seeking feedback on procurement operations and services to ensure activities are conducted in accordance with applicable policies, guidelines etc. > Promoting awareness of effective category management practices. > Maintaining partnerships with commercial analysis, buying, inventory control and other PSCM work groups to ensure targets and objectives are met. > Maintaining an up-to-date understanding of customers' business needs, changes to service delivery and supply markets. > Maintaining an understanding of the market and alternative suppliers to support benchmarking activities, contingency planning and the development of competitive strategies. > Identifying opportunities for improvement in both existing and future

	contracted supply arrangements for SA Health.
Contribute as a member of a team to achieve Procurement and Supply Chain Management business objectives	<ul style="list-style-type: none"> > Allocating and determining work priorities for Category Managers and Assistant Category Managers using coaching and mentoring techniques. > Supporting other team members and undertaking other duties as necessary to meet team objectives. > Delivering on-time and on-budget results. > Participating in change management initiatives across SA Health. > Performing duties in a manner that reflects the values and ethical standards of the Procurement and Supply Chain Management Branch. > Contributing to a work ethos that focuses on the achievement of identified program/service outcomes.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > N/A

Personal Abilities/Aptitudes/Skills:

- > Ability to conceptualise and innovate to resolve problems.
- > Ability to take initiative and make sound commercial/contracting decisions based on an analysis of risk and business needs.
- > Well-developed written and verbal communication skills, in particular the demonstrated ability to provide sound advice and prepare written reports and briefings.
- > Well-developed interpersonal skills that foster trust and cooperation, and a proven ability to work effectively and with integrity within a politically sensitive environment.
- > Demonstrated ability to set priorities and meet critical deadlines to deliver business outcomes.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2018 Risk Management- Principles and Guidelines, or to an equivalent set of standards

Experience:

- > Experience working with others in a multi-disciplinary team environment to achieve successful outcomes.
- > Experience in the interpretation and implementation of contracting and/or procurement policies and procedures.
- > Experience in the procurement of goods and services, including tendering processes, within a major corporation or the public sector.
- > Experience successfully negotiating with suppliers, service contractors and senior management to achieve desired outcomes within established guidelines.

- > Experience in undertaking research, data analysis, financial analysis and project work within a procurement and/or contracting environment.

Knowledge:

- > Knowledge of the structures and procurement practices of Government agencies as they relate to procurement practices.
- > Knowledge of public sector administrative procedures relevant to records management.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > An appropriate degree qualification in a business, commerce, supply chain or procurement related field.

Personal Abilities/Aptitudes/Skills:

- > N/A

Experience:

- > Experience in the procurement of goods and services and/or conducting tendering processes within a health-related field.

Knowledge:

- > Knowledge of the principles, practices and Government policies associated with procurement and the sale of Government assets.
- > Knowledge of current and emerging procurement processes.
- > Understanding of health sector services and activities.
- > Knowledge of the functions and processes of the State Procurement Board.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For *'Prescribed Positions'* under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for *'Approved Aged Care Provider Positions'* every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > 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.

General Requirements:

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

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and 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.

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.

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.

Resilience:

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

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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

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:

The Procurement and Supply Chain Management service performs both a state-wide strategic leadership and operational role in sourcing, contract management, commercial advice, supply chain and logistics and fleet management to support the delivery of public health services in South Australia. With a large and diverse workforce the service provides specialist and critical functions to ensure SA Health can meet its objectives.

- > Setting and promoting the procurement and supply chain management and policy position for SA Health
- > Developing, implementing and maintaining procurement and supply chain management technology and systems of work
- > Identifying and leading reform projects to continually provide value for money and improve health care services
- > Building capacity within SA Health to effectively undertake procurement activities and manage provider and supplier contracts
- > Developing procurement strategies and leading tenders for large, complex and commercially/politically sensitive items which range from service arrangements with the not for profit sector, ICT goods and services, health consumables and equipment (e.g. biomedical) and other services
- > Developing contract management strategies and managing complex and critical contracts
- > Managing the procurement, storage, replenishment and distribution of items to public hospitals, dental clinics, pathology laboratories, ambulance stations and primary health care centres
- > Undertaking an emergency management role in supply chain and logistics
- > Managing SA Health's fleet of vehicles
- > Leading and participating in cross Agency and cross-jurisdictional initiatives

Procurement and Supply Chain Management supports the operations of the Product Standardisation Committee by providing executive office services, liaising with internal and external stakeholders in relation

to product standardisation and undertaking primary evaluation of proposals and written reports for the Committee on new products and product standardisation initiatives.

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.

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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.

V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019	25/06/2019	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/2019	9/6/2020	Updated legal entities to include new regional LHN's.
V8	10/6/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	21/06/2022		Updated Role Reports to, Minor formatting amendments and added statement under the Code of Ethics section
V11	08/12/2023		