

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Manager - Supply, South
Position Number:	525365
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Finance and Business Support – Statewide Supply
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Manager - Statewide Supply
Effective Date:	November 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Tertiary qualifications in business, purchasing, logistics or a relevant discipline from a recognised tertiary institution, or at least five years senior experience in a relevant discipline

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Manager - Supply, South will:

- Provide leadership and management to a team of staff, ensuring the delivery of efficient and effective supply and purchasing activities in the South of the State.
- Work closely with the Manager - Statewide Supply in implementing strategic supply chain improvement strategies and opportunities, with a focus on the South.
- Work collaboratively with Southern operational units on supply chain issues, ensuring the delivery of a high-quality customer service.

Duties:

1. Manage the day to day and ongoing monitoring, review and operations of the Southern Supply Team, including human, physical, IT and financial resources.
2. Provide high level supply and purchasing expertise, advice and support to Southern Region operational areas, including the Chief Executive Hospitals.
3. Contribute to the development and implementation of best practice supply and purchasing strategies, projects and plans to deliver efficiencies and savings.
4. Develop effective relationships and promote cooperation with suppliers, to facilitate the achievement of Agency strategic supply objectives.
5. Implement monthly reporting on supply chain and other relevant key performance indicators and appropriate financial performance measures and benchmarks to ensure improved efficiency for the Southern Supply Team.
6. Build effective internal working relationships, ensuring delivery of a high-quality customer service that contributes to the objectives of the hospitals.
7. Manage product recall and safety alert processes.
8. Manage the contract with the Hospitals South medical consumable distributor, ensuring imprest schedules are met and backorders are kept to a minimum.
9. Manage the Statewide Emergency Medical Stockpile (SEMS) in accordance with the SEMS Operating Procedures.
10. Represent the Statewide Supply Unit on working parties, interdepartmental committees and other groups as required.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

This is a senior management position within the Statewide Supply Unit. The Manager - Supply, South operates with considerable independence in managing the Southern Supply Team, with operational staff reporting directly to the position, and is responsible for:

- Exercising a high level of judgement and initiative in carrying out the functions of the position.
- Developing, reviewing and refining strategies to ensure the effective management of day to day operational issues.
- Engendering a strong service culture within the Southern Supply Team with a commitment to providing excellent customer service and ensuring services meet client needs.

- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Sound knowledge of the principles and procedures relating to purchasing, warehousing, goods movements, logistics and occupational health and safety issues for a large, interdisciplinary organisation.
2. Demonstrated high level knowledge and understanding of current issues impacting on the health and human services industry, with a focus on issues relating to procurement and supply.
3. Skills and high-level experience in supervising and motivating both individuals and a team, including identifying training and development needs, planning, and where necessary, delivering staff training and instigating change management processes and opportunities.
4. High level written, oral and interpersonal communication skills, negotiation and conflict resolution skills with the ability to build strong collaborative working relationships with a range of stakeholders, including senior managers and clinical staff and suppliers.
5. Demonstrated ability to deliver priorities within an environment subject to competing work pressures and ambiguity.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).