



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Procurement Compliance and Performance Officer		
<b>Classification Code:</b>	ASO7	Position Number	
<b>LHN/HN/SAAS/DHA:</b>	Central Adelaide Local Health Network (CALHN)		
<b>Site/Directorate</b>	Corporate		
<b>Division:</b>	Finance and Business Services		
<b>Department/Section/Unit/Ward:</b>	Procurement		
<b>Role reports to:</b>	Director, Financial Services and Procurement,		
<b>Role Created/Reviewed Date:</b>			
<b>Criminal History Clearance Requirements:</b>	<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)		
<b>Immunisation Risk Category:</b>	<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

<b>Primary Objective(s) of role:</b>
<p>Reporting to the Director, Financial Services and Procurement, the Senior Procurement Compliance and Performance Officer is responsible for driving procurement compliance and performance across the organisation, primarily by leading key enablement, monitoring, reporting and continuous improvement activities.</p> <p>In doing so, the Senior Procurement Compliance and Performance Officer demonstrates expert procurement knowledge, exceptional guidance, coaching and training abilities, and superior analytical and reporting skills. Capable of building and maintaining strong, positive relationships with key stakeholders, including senior stakeholders, the Senior Procurement Compliance and Performance Officer motivates others to perform their procurement duties to a high standard and achieve best value outcomes for CALHN.</p>

<b>Direct Reports:</b>
<ul style="list-style-type: none"><li>Nil.</li></ul>

<b>Key Relationships/Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"><li>Reports to the Director, Financial Services and Procurement.</li><li>Works closely with fellow members of the Procurement Team.</li><li>Interacts with clinical and non-clinical staff across all CALHN business units.</li></ul>

- Liaises with the CALHN's legal team regarding contractual and probity matters.
- Liaises with CALHN's finance team regarding financial matters.
- Liaises with CALHN's risk and compliance team regarding risk and compliance matters.
- Liaises with CALHN's internal audit team regarding internal audit matters.
- Co-operates with and provides relevant information to internal teams leading compliance self-assessment processes.

#### External

- Liaises with the Department for Health and Wellbeing's (DHW's) Procurement and Supply Chain Management Team (PSCM), generally regarding DHW's procurement and supply framework and systems.
- Works collaboratively with other South Australian LHNs and government agencies to exchange knowledge.
- Co-operates with and provides relevant information to external auditors regarding external audit matters.

#### **Challenges Associated with Role:**

Major challenges currently associated with the role include:

- Driving procurement compliance and performance in a large, complex and busy organisation.
- Availability and quality of data.

#### **Delegations:**

**Delegated Level:** Nil.

**Staff supervised:** Nil.

#### **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) 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 & 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 both CALHN and the broader 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.

### **Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce. Our Reconciliation Action Plan guides, supports and holds us accountable as we uphold our values and focus on making reconciliation a reality. The plan can be found at [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au).

### **Resilience:**

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

### **Integrity Statement:**

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

## Key Result Areas and Responsibilities

Key Result Areas	Major Responsibilities
<b>Procurement Awareness and Capability Management</b>	<ul style="list-style-type: none"> <li>• Lead the development, maintenance and delivery of a program of awareness and training activities that support procurement compliance and high performance.</li> <li>• Provide expert guidance and coaching on procurement policy and process requirements, and broader procurement best practice.</li> <li>• Provide expert guidance and coaching on the use of procurement-related information technology systems.</li> <li>• Lead the development and maintenance of a suite of guidance resources that support procurement compliance and high performance, including CALHN procurement procedures, intranet guidance, visual guidance tools (e.g., flow charts, decision trees, etc.) and templates.</li> <li>• Provide advice on where to find procurement information and resources.</li> </ul>
<b>Procurement Compliance Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Lead the development and maintenance of a compliance monitoring and reporting program for procurement activities conducted across CALHN.</li> <li>• Lead procurement compliance checks and reporting in line with the approved compliance monitoring and reporting program, and ad-hoc checks as required. Compliance reports identifying non-compliances will also describe corresponding actions and guidance to support continuous improvement.</li> <li>• Monitor and report on progress against all related actions, following up and escalating as appropriate.</li> </ul>
<b>Procurement Performance Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Lead the development and maintenance of a performance monitoring and reporting program for procurement activities conducted across CALHN. This will serve numerous purposes, including to identify opportunities to reduce CALHN's costs and to track progress against agreed performance objectives.</li> <li>• Lead procurement performance checks and reporting in line with the approved performance monitoring and reporting program, and ad-hoc checks as required. Performance reports identifying areas for improvement will also describe corresponding actions and guidance to support continuous improvement.</li> <li>• Monitor and report on progress against all related actions, following up and escalating as appropriate.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• For internal and external audits on procurement, be the main point of contact for the audit teams, and gather and provide all relevant information.</li> <li>• For compliance self-assessments on procurement, be the main point of contact for the internal teams leading the process, and gather and provide all relevant information.</li> <li>• Proactively identify, lead and support procurement continuous improvement initiatives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Gather, analyse, interpret and report on spend, usage, market data and other relevant information from multiple internal and external data sources.</li> <li>• Develop and review key correspondence and documentation for the General Manager, Procurement.</li> <li>• Coordinate the collection and submission of information required for CALHN's forward procurement planning process and other organisation-wide procurement activity reporting.</li> <li>• Manage sourcing and contract management activities, as required.</li> <li>• Input data and upload documents into procurement-related information technology systems.</li> <li>• Undertake data integrity checks and address identified instances of inaccurate or incomplete records, as required.</li> <li>• Develop and maintain robust procurement compliance and performance records.</li> <li>• Connect CALHN staff with relevant contacts at PSCM and other departments, and vice versa.</li> <li>• Lead by example, modelling positive behaviour and performing duties to a high standard with a high degree of professionalism.</li> <li>• Keep procurement best practice knowledge current.</li> </ul>
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### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Personal Abilities/Aptitudes/Skills**

- Ability to provide expert procurement guidance and coaching, and explain other complex matters to individuals and groups who have varying levels of relevant knowledge.
- Superior analytical and reporting skills. Confident and capable of gathering, analysing, interpreting and reporting on large amounts of spend, usage, market data and other relevant information from multiple internal and external data sources.
- Ability to develop effective guidance resources, including procedures, intranet guidance, visual guidance tools (e.g., flow charts, decision trees, etc.) and templates.
- Excellent presentation development and delivery skills.
- Confident and effective communicator with high quality verbal and written communication skills.
- Positive and friendly with strong relationship management and influencing skills, including in respect of senior stakeholders.
- Works well autonomously. Takes own initiative and is a proactive problem-solver.
- Strong focus on quality with superior attention to detail.
- Energetic and able to manage multiple competing priorities efficiently and effectively in a fast-moving environment.
- Superior computer literacy with advanced skills in Microsoft Office Word, Excel and Power Point.
- Is able to manage to the spirit and principles of the premier's safety commitment and the legislative requirements of the Work Health Safety Act 2012 and the Return to Work Act 2014, and apply a risk management approach that aligns to AS/NZS 31000:2009 Risk Management – Principles and Guidelines or to an equivalent set of standards.

#### **Experience**

- Two or more years' experience in gathering, analysing, interpreting and reporting on large amounts of data.
- Two or more years' experience in providing guidance, coaching or training to individuals or groups.

#### **Knowledge**

- Expert knowledge of public sector procurement requirements and broader procurement best practice.

## **DESIRABLE CHARACTERISTICS**

### **Personal Abilities/Aptitudes/Skills**

- Competent user of South Australian government finance and procurement systems, such as Oracle, Basware, SA Tenders and Contracts, PCMS, PARS, etc.
- Competent user of Microsoft Visio.

### **Educational/Vocational Qualifications**

- Tertiary qualification in Business Administration, Governance, Procurement or a related discipline e.g., Supply Chain Management, Commerce, Law, etc.
- Full Member of the Chartered Institute of Procurement & Supply (MCIPS) or working towards achieving this.
- Project Management qualification provided or endorsed by a recognised project management body e.g. Project Management Institute, PRINCE2, Australian Institute of Project Management, etc.

### **Experience**

- Two or more years' experience in managing sourcing and contract management activities for a public sector organisation.
- Two or more years' experience in a compliance and/or performance-related role.
- Experience developing guidance resources, ideally procurement related.
- Experience leading and supporting continuous improvement activities.
- Experience developing and delivering presentations.



## Organisational Context

### Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission 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 Strategic 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.

### Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au).

**Division/Department:**

CALHN's Procurement Team provides high quality, expert procurement services that are patient-focussed and achieve best value outcomes. Whilst ensuring the delivery of excellent customer service to clinical and non-clinical staff across the organisation, we identify and manage value-adding initiatives to minimise waste and maximise performance, thereby playing a leading role in driving the achievement of CALHN's key business objectives.

### Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

#### Values

#### Behaviours

##### *People first*

- I am there for my patients and colleagues when they need me most.
- I put myself in my patients' and colleagues' shoes to understand their needs.
- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.
- I respect uniqueness in my colleagues, our patients and their families.

##### *Ideas driven*

- I look and listen to ensure I fully understand the problem and find a solution.
- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.
- I invest in my own learning and look for opportunities to explore and introduce new ideas.
- I am interested in critical research and how it informs creative thinking.

##### *Future focussed*

- I embrace leading practices and use them to evolve our ways of working.
- I lead and support change to improve patient and organisational outcomes.
- I am constantly on the look-out for opportunities to improve.

##### *Community minded*

- I put my hand up to lead work that matters.
- I am accountable and focused on value.
- I value and champion diversity.
- I embrace collaboration and constructive partnerships.

### 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.

## 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 CALHN as described within this document.

**Name:**

**Signature:**

**Date:**