

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Assistant Manager - Procurement
<b>Position Number:</b>	529677
<b>Classification:</b>	General Stream Band 7
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Finance and Business Support – Procurement Advisory Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Strategic Manager - Procurement
<b>Effective Date:</b>	July 2024
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

*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:

Deliver high level procurement and business activities involving tenders/contracts undertaken by the Unit and for client Divisions, and support the Strategic Manager Procurement in the development and management of the Unit's procurement activities.

Investigate, establish and monitor Agency contracts and pursue opportunities to establish new or more effective contract arrangements.

## Duties:

1. Provide high level strategic and operational advice to the Agency's executive and business unit Directors on all aspects of procurement.
2. Coordinate human, physical, and financial resources, policy development, planning and quality improvement.
3. Provide recommendations to the Strategic Manager on strategies, policies, systems and processes for the management of financial resources of the Agency as they relate to procurement, contract and business improvement functions.
4. Develop strategies and evaluate services for improvement in relation to all aspects of procurement, including facilitation of change management processes resulting from contracting activities i.e., new supplier/product or process.
5. Provide a high level advisory and consultancy service to senior management on change management issues and best practice models of delivering procurement services.
6. Perform high level contract negotiations with suppliers to ensure the optimum outcome for the Department.
7. Assist the Strategic Manager Procurement in managing arrangements and communication with major internal and external stakeholders to the Unit and Agency in order to facilitate integrated service delivery and effective procurement services management, including compliance with the relevant Treasurer's Instructions requirements.
8. Represent the Agency on working parties, interdepartmental committees and other groups.
9. Actively participate in and contribute 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.
10. 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:

The Assistant Manager - Procurement will work under limited supervision from the Strategic Manager - Procurement. The occupant will:

- Provide high level expert advice and assistance across the Agency in the areas of supply, procurement and contracting.
- Represent the Unit in complex and often sensitive procurement and contract related negotiations.
- Provide supervision as required to Senior Contract Officer positions.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise 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.

- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category x position.

## 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. Extensive experience in, and knowledge of, procurement practices and management, financial management, and knowledge of Government frameworks.
2. Significant knowledge and understanding of the current issues impacting on the health and human services industry, with particular knowledge of issues relating to procurement and efficiency savings.
3. High level interpersonal, communication, negotiation and conflict resolution skills including the ability to represent the Agency, and identify and negotiate solutions..
4. High level knowledge, experience and skills in performance and business management, together with a detailed knowledge of and demonstrated experience in service development, policy, planning and evaluation techniques and strategies.
5. Extensive knowledge of and demonstrated experience in high level project and change management, including the ability to initiate, formulate and manage complex and diverse projects.
6. Proven ability to lead and work as part of a team, manage people and be adaptable and flexible in order to achieve results in an environment of change, ambiguity and pressure.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).