

Role Name: Procurement and Contracts Officer

Role data

Position no.	E12621	Work Area Profile	Finance and Procurement
Work Level Classification	Level 4	Directorate/Business Unit	Finance and Risk
Reports to (role)	Contract Management Lead	Location	Melbourne
No. direct reports	Nil	No. of indirect reports	Nil
Version date	10 July 24	Tenure	Permanent

Work Area Profile

Ahpra's overall purpose is to protect the public by regulating health practitioners efficiently and effectively to facilitate access to safer healthcare for Australians. Website: www.ahpra.gov.au

Finance & Risk contributes to this mission by leveraging data, embracing technology and enabling change. By understanding the data that is relevant to decision making and providing in depth analysis where necessary, Finance & Procurement supports the strong functioning of the Agency Management Committee, Finance, Audit and Risk Management Committee, the National Executive, all fifteen National Boards and our co-regulatory partners. Finance & Procurement help maintain the financial discipline of the National Registration and Accreditation Scheme and financial sustainability of the National Boards so that fees paid by practitioners are kept to reasonable levels in line with the expectations of health ministers.

Procurement provides an end-to-end procurement solution including vendor management, contract management and effective governance.

Role purpose

The Procurement and Contracts Officer is responsible for providing strong process expertise, combined with strong operational knowledge, to ensure Ahpra optimises value for money from contracts with vendors/third parties and that these contracts remain aligned to business needs.

The role is responsible for providing a range of business, process and administrative support services to Ahpra's procurement and contract management activity. The Procurement and Contracts Officer contributes to complex, diverse and, at times, sensitive programs and projects that support Ahpra in providing a professional, timely and customer focused service.

Key Accountabilities

- Stakeholder Management: Provide a customer-focused contract management service, so that Ahpra staff can effectively and efficiently manage contracts in a way that is accountable and ensures value for money along with establishing and managing relationships with prospective vendors
- Execute high quality administrative and process support for the Procurement and Contracts Management team, including administration of Ahpra's travel management program
- Support Ahpra's functions with the operational relationship with vendors - where required

- Provide administrative and commercial support to assist stakeholders to manage and negotiate new or renewed contracts as appropriate working within Ahpra's wider procurement framework
- Work with Sourcing Specialists to ensure the procurement function leads and implements an end-to end centre-led operating model, to best support key stakeholders in effective contract management
- Work with key contract managers to establish and manage vendor relationship governance, ensuring compliance with Ahpra's procurement and contract management policies and procedures
- Manage and drive proactive, high quality electronic record keeping to effectively support the Procurement and contracts Management function, including administration and user support for Ahpra's procurement, supplier and contract management platform
- Support the development and ongoing maintenance of procurement and contract management reporting
- Undertake research and category analysis including data collation, interpretation and presentation of strategic advice.
- Be proactive in coordinating existing contract discussions well before expiry
- Foster a culture of continuous improvement by seeking opportunities to review and improve contract management processes across the role scope and system/services
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants meaning to:
 - Take reasonable care for own and others' health, safety and wellbeing
 - Adhere to Ahpra's workplace health, safety and wellbeing policies and procedures

Capabilities for the role

The Ahpra [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

Capabilities	Proficiency level
Commits to customer service	Intermediate
Displays leadership	Foundation
Generates and delivers the strategic vision	Foundation
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Builds constructive working relationships	Intermediate
Communicates effectively	Intermediate

Demonstrates accountability in delivering results	Intermediate
Uses information and technology systems	Intermediate
Displays personal drive and integrity	Intermediate

Qualifications/Experience	Required
Qualifications	Tertiary qualification relevant to managing procurement of goods and services and contract management is desirable
Experience	<ul style="list-style-type: none"> • Contract management experience • Advanced knowledge of procurement & contract negotiation • Advanced MS Suite skills, including Word, Outlook, and PowerPoint and Excel • ability to communicate, negotiate, build relationships and influence others • Strong planning, organisation and time management skills, including the ability to meet tight deadlines and balance competing priorities • Demonstrated experience in building and managing positive and productive relationships with multiple stakeholders in a complex organisation • Well-developed interpersonal and communication skills including the ability to liaise and provide advice to management and staff on procurement and contract management practices and procedures • Familiarity or prior experience with the Portt procurement, contracts and supplier management platform desirable

Key Relationships

Internal Relationships	External Relationships
Executives, National Directors and other business users of procurement and contract management services	Suppliers and vendors
National Boards and Executive Officers	
Ahpra Business Partners: Legal, Procurement, Finance	