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## SA Health Job Pack

|                           |                                     |
|---------------------------|-------------------------------------|
| Job Title                 | Category Manager, Equipment Team    |
| Job Number                | 650233                              |
| Applications Closing Date | 29 June 2018                        |
| Region / Division         | Department for Health and Wellbeing |
| Health Service            | Category Management                 |
| Location                  | Adelaide CBD                        |
| Classification            | ASO5                                |
| Job Status                | Full Time / Ongoing Appointment     |
| Salary                    | \$77,230-\$86,297                   |

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

|               |   |
|---------------|---|
| Full name     | Rod Case / Alex Ozerov  |
| Phone number  | 8425 9229 / 8425 9299   |
| Email address | <a href="mailto:Rod.Case@sa.gov.au">Rod.Case@sa.gov.au</a> / <a href="mailto:Alex.Ozerov@sa.gov.au">Alex.Ozerov@sa.gov.au</a> |

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

|   |  |
|---|--|
| <b>Role Title:</b>                              | Category Manager   |
| <b>Classification Code:</b>                     | ASO5   |
| <b>LHN/ HN/ SAAS/ DHA:</b>                      | Department for Health and Ageing   |
| <b>Hospital/ Service/ Cluster</b>               | Procurement and Supply Chain Management  |
| <b>Division:</b>                                | Finance and Business Services  |
| <b>Department/Section / Unit/ Ward:</b>         | Category Management  |
| <b>Role reports to:</b>                         | Principal Category Manager   |
| <b>Role Created/ Reviewed Date:</b>             | November 2016  |
| <b>Criminal History Clearance Requirements:</b> | <input type="checkbox"/> Aged (NPC)<br><input type="checkbox"/> Child- Prescribed (DCSI)<br><input type="checkbox"/> Vulnerable (NPC)<br><input checked="" type="checkbox"/> General Probity (NPC) |

## ROLE CONTEXT

### Primary Objective(s) of role:

The Category Manager is responsible for undertaking sourcing and contract management 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 and contract management initiatives across SA Health.
- > Procurement, contract management and negotiation strategies comply with SA Public Sector policy requirements and identify control measures to effectively manage SA Health's commercial risk.
- > Expert procurement and contract management 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:

- > Principal Category Manager

### 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 and contract management arrangements     | <ul style="list-style-type: none"><li>&gt; Providing expert advice and services in relation to best practice procurement and contract management.</li><li>&gt; Implementing procurement/category management strategies in conjunction with key business stakeholders, including the development and review of necessary procurement and contract management documentation.</li><li>&gt; Ensuring compliance with statutory requirements in order for SA Health to achieve value for money in its procurement operations.</li><li>&gt; Undertaking risk assessments, establishing mitigation strategies and controls, and monitoring risks to procurement and contract management projects.</li><li>&gt; Facilitating the evaluation and assessment of goods, services and minor works.</li><li>&gt; Researching, analysing and recommending appropriate procurement and contracting solutions for SA Health.</li><li>&gt; Implementing continuous improvement initiatives and strategies.</li><li>&gt; Maintaining business systems that support procurement and contract management processes, including Oracle and the Procurement Contract Management System (PCMS).</li></ul> |
| Establish sourcing arrangements for goods, services and minor works | <ul style="list-style-type: none"><li>&gt; Providing procurement expertise, consultative services, and probity advice to procurement processes.</li><li>&gt; Developing and providing support and guidance in the formulation of acquisition, tender, evaluation, risk management, negotiation, contracts, and contract management plans, document, and strategies.</li><li>&gt; Reviewing and endorsing/approving procurement and contract management documentation to ensure compliance with both statutory and SA Health requirements.</li><li>&gt; Evaluating offers and negotiating with internal and external stakeholders.</li><li>&gt; Developing and facilitating the timely execution of contracts.</li><li>&gt; Providing expert advice and ensuring appropriate approvals are obtained and processes followed in accordance with SA Health and SA Government delegations and frameworks.</li><li>&gt; Ensuring contracts are in keeping with legislative requirements and are</li></ul>   |

|   |  |
|---|--|
|   | <p>legally binding.</p> <ul style="list-style-type: none"> <li>&gt; Ensuring contracts contain evidence of supporting SA Health and Government policies as they relate to procurement.</li> </ul>  |
| Undertake effective contract management of a designated category  | <ul style="list-style-type: none"> <li>&gt; Establishing and reviewing contracts in a timely manner.</li> <li>&gt; Implementing and monitoring Key Performance Indicators (KPIs) and benchmarks in consultation with key stakeholders.</li> <li>&gt; Monitoring and resolving contract and provider/supplier performance issues.</li> <li>&gt; Preparing and providing regular reports on supply arrangements to key stakeholder groups including relevant committees and governance arrangements.</li> <li>&gt; Researching and analysing information/data on usage and business needs of key strategic goods and services.</li> <li>&gt; Providing support and guidance to stakeholders, and managing contract management plans, managing contract reviews, and managing performance reviews, including re-negotiating contract terms.</li> <li>&gt; Implementing supplier development and provider strategies to ensure optimal performance and capability.</li> <li>&gt; Maintaining an understanding of the market and alternative suppliers to support benchmarking activities, contingency planning and the development of competitive strategies.</li> <li>&gt; Identifying opportunities for improvement in both existing and future contracted supply arrangements for SA Health.</li> </ul> |
| Establish and manage relationships with key stakeholders  | <ul style="list-style-type: none"> <li>&gt; Establishing and maintaining relationships with key suppliers and service providers.</li> <li>&gt; Managing stakeholder management plans that provide a structure for appropriate contract governance and ownership.</li> <li>&gt; Maintaining relationships with other SA Government agencies and interstate jurisdictions to support the identification of sourcing and contract management opportunities.</li> <li>&gt; Communicating with stakeholders and seeking feedback on procurement operations and services to ensure activities are conducted in accordance with applicable policies, guidelines etc.</li> <li>&gt; Promoting awareness of effective category management practices.</li> <li>&gt; Maintaining partnerships with commercial analysis, buying, inventory control and other PSCM work groups to ensure targets and objectives are met.</li> <li>&gt; Maintaining an up-to-date understanding of customers' business needs, changes to service delivery and supply markets.</li> </ul>   |
| Contribute as a member of a team to achieve Procurement and Supply Chain Management business objectives | <ul style="list-style-type: none"> <li>&gt; Allocating and determining work priorities for Category Managers and Assistant Category Managers using coaching and mentoring techniques.</li> <li>&gt; Supporting other team members and undertaking other duties as necessary to meet team objectives.</li> <li>&gt; Delivering on-time and on-budget results.</li> <li>&gt; Participating in change management initiatives across SA Health.</li> <li>&gt; Performing duties in a manner that reflects the values and ethical standards of the Procurement and Supply Chain Management Branch.</li> <li>&gt; Contributing to a work ethos that focuses on the achievement of identified program/service outcomes.</li> </ul>  |

## **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.
- > Ability to work within the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health, Safety and Welfare Act 1986, utilising AS/NZS ISO 31000 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/contract management practices of Government agencies as they relate to category management.
- > 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 currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > 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 Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – '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 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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing 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., Country Health SA 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.

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  |          | Minor formatting with order of information amended. |