

**POSITION DESCRIPTION****SLHD - Director, Strategic Health Sourcing  
(Health Manager Level 6)**Sydney  
Local Health District

**Patient and Family Centred Care**

Our patients | Our people | Our culture

**OUR VISION**  
*Excellence in health and healthcare for all*

**OUR CORE VALUES**  
Collaboration  
Openness  
Respect  
Empowerment

<b>Organisation</b>	NSW Health
<b>Local Health District / Agency</b>	Sydney Local Health District
<b>Position Classification</b>	Health Mgr Lvl 6
<b>State Award</b>	Health Managers (State) Award
<b>Category</b>	Contract and Procurement   Facilities   Facilities Management
<b>Website</b>	<a href="http://www.slhd.nsw.gov.au/">www.slhd.nsw.gov.au/</a>

**PRIMARY PURPOSE**

The Director is responsible for the effective management of the District supply, procurement and contract management functions and makes decisions or recommendations relevant to these functions. The role will lead the implementation of a strategic procurement and contract framework that optimises patient outcomes and delivers value. This will be achieved through effective processes and partnerships with clinical and non-clinical services.

**COVID-19 VACCINATION COMPLIANCY**

All NSW Health workers are required to have completed a primary course (2 doses) of a Therapeutic Goods Administration (TGA) approved or recognised COVID-19 vaccine (except for the Janssen COVID-19 vaccine which is approved by the TGA as a single dose primary course). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an Australian Immunisation Register (AIR) Immunisation History Statement certifying the worker cannot have any approved COVID-19 vaccines available in NSW. A NSW Health agency may require further information about the medical contraindication (including but not limited to an Immunisation Medical Exemption form - IM011 form).

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

**RESPIRATOR USE**

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair

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present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

**KEY ACCOUNTABILITIES**

- Oversee adherence policy and statutory requirements in SLHD goods and services procurement and contract management and responsibility for effective implementation and reporting of the District's procurement plans, allied projects and targets.
- Lead the development of strategic sourcing initiatives, logistics reform and supply chain management to achieve revenue and operational efficiencies which deliver benefits to the District.
- Complement the roles and functions of the NSW Ministry of Health and HealthShare NSW to lead the District in strategic sourcing of products and services in accordance with the relevant NSW Health policy and delegations.
- Manage and drive shared corporate services in goods and services procurement and contract management in support of increased efficiencies in District services.
- Work closely with the Executive and staff to optimise return on investments in goods and services procurement and contract management services and to identify opportunities for improvement in practices to support savings back to patient care.
- Identify and undertake market analysis and testing for private and non-government initiatives which benefit District objectives, and manage the development and delivery through disciplined contract management and collaborative interaction with District planning and finance units.
- Promulgate and implement the Government's corporate services and procurement benefits programs within the District, education and development of procurement and contract capabilities.
- Lead organisational change in procurement and contract management strategies and provide expert advice to develop an understanding of these functions across all levels in the District.
- Manage procurement, contract and associated legal resources to ensure those resources and funding are used effectively and staff have the training, skills, development and support to achieve their objectives in a client focused manner; including continually reviewing and evaluating performance to optimise compliance with legislation, policies and operational practice guidelines.
- Develop consistency of practice, strengthen evidence-based decision making and enhance clinician engagement in strategic sourcing and contracts which are managed at District level.
- Improve operational practice in local procurement and contract management by peer collective focus and resolution of District level complex issues within the delegated authority and with close cooperation with relevant Branches of the NSW Ministry of Health and HealthShare NSW as required.

**KEY CHALLENGES**

- Developing the District resources into best practice strategic sourcing and contract management providing commercially focused, expert, up to date and appropriate advice to senior management; and managing effective clinical and non-clinical networks to support implementation of reforms and cost effective practices.
- Managing, or ensuring effective management and clinical engagement where applicable, of all ongoing contracts and service agreements impacting on District service delivery; including innovative strategies in the electronic commerce environment
- Developing and maintaining strategic partnerships with the Ministry, HealthShare NSW and learning organisations including HETI and key universities to develop goods and services and contract management capabilities of District staff.

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<b>KEY RELATIONSHIPS</b>	
<b>Who</b>	<b>Why</b>
Chief Executive and Director, Workforce & Corporate Operations	Works closely and provides information, reports against key performance areas and recommendations regarding strategic sourcing and contract management delivery across the SLHD.
SLHD Executive Leadership Team	Work collaboratively to ensure SLHD priorities are achieved.
Hospital Clinical Councils/Lead Clinicians Groups, SLHD Managers and staff	Provide advice to local management Develop innovative solutions to address the needs of local communities Translating national and state best practice into local delivery of service Provide advice and recommendations on strategies, policies and programs
Vendors (including consulting firms and procurement/ contract management service providers)	Develop and implement initiatives with appropriate market soundings and assessment
HeathShare NSW, Ministry of Health, and other NSW Health Districts	Implement whole of health and whole of government procurement practices and contracts, and make best use of networking opportunities with colleagues in other LHDs to share procurement and contract strategies.

**SELECTION CRITERIA**

1. Tertiary qualifications in procurement, contracts, legal, business management or related field and/ or equivalent professional experience in a clinical setting.
2. Extensive experience and expert knowledge in goods and services procurement and contract management within a clinical environment
3. Demonstrated capacity to strategically lead management and staff in the capability development and implementation of procurement and contracts process changes across an organisation.
4. Demonstrated capacity to deal effectively at senior executive levels, both clinical and non-clinical, in the provision of highly sensitive material
5. Excellent communication, interpersonal and management skills with a proven ability to negotiate and work collaboratively with a range of clinical, non-clinical and external stakeholders to resolve conflicting views to achieve required performance outcomes
6. Understanding of contract probity issues within a government setting and ability to identify, assess and minimise risk within contract management systems.
7. Demonstrated experience with procurement and contracts lifecycle strategies including initiation of sourcing strategies and contract performance management.

**OTHER REQUIREMENTS**

The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures at both SLHD and NSW Health.

Consistent with this all employees are:

1. Expected to model the NSW Health Core Values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct.

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2. Required to identify, assess, eliminate/control and monitor hazards and risks within the workplace to the extent of the delegated authority for the role, as per Work Health Safety policy.

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**Job Demands for:** SLHD - Director, Strategic Health Sourcing (Health Manager Level 6)

Physical Demands	
<p><b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Infrequent</p>	<p><b>Sitting</b> - remaining in a seated position to perform tasks</p> <p>Constant</p>
<p><b>Standing</b> - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p><b>Running</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p><b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks</p> <p>Occasional</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Occasional</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Occasional</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Infrequent</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Infrequent</p>

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<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Infrequent</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Occasional</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Occasional</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Infrequent</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Infrequent</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Occasional</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Constant</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Infrequent</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Occasional</p>	

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Sensory Demands	
<p><b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Constant</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Occasional</p>	

Psychosocial Demands	
<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Occasional</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Infrequent</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Infrequent</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>

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<p><b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Not Applicable</p>	
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<b>Environmental Demands</b>	
<p><b>Dust</b> - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p><b>Gases</b> - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p><b>Fumes</b> - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p><b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p><b>Hazardous Substances</b> - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p><b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard</p> <p>Occasional</p>
<p><b>Inadequate Lighting</b> - risk of trips, falls or eyestrain</p> <p>Infrequent</p>	<p><b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p><b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C</p> <p>Infrequent</p>	<p><b>Confined Spaces</b> - areas where only one egress (escape route) exists</p> <p>Occasional</p>



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<p><b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b></p> <p>Occasional</p>	<p><b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b></p> <p>Infrequent</p>
<p><b>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</b></p> <p>Not Applicable</p>	<p><b>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</b></p> <p>Not Applicable</p>