

ROLE DESCRIPTION

Job Title	Procurement Lead
Level	Level 7
Total Remuneration	Superannuation and concessional salary sacrifice/FBT arrangements
Other Benefits	Generous salary packaging and six weeks' annual leave
Location	Darwin

NORTHERN TERRITORY PHN

- Vision:** People in the Northern Territory enjoy their best health and wellbeing.
- Our Purpose:** Build local partnerships and direct resources towards an integrated, high quality primary health care system.

CORPORATE STRUCTURE

Northern Territory PHN (NT PHN) is a not-for-profit company limited by guarantee under the *Corporations Act 2001* (Cth) with its membership including the Aboriginal Medical Services Alliance Northern Territory (AMSANT), the Northern Territory Department of Health and the Health Providers Alliance Northern Territory.

Among other things, NT PHN is focusing on improving the patient journey and coordination of care between the hospital and primary health care systems and between the broad range of practitioners within the primary health care domain.

STRATEGIC OBJECTIVES

NT PHN is committed to achieving our vision and purpose through delivery of the following key strategic objectives:

- To empower people to take control of their own health and wellbeing.
- Address health equity by identifying those with the greatest health needs and improving access to primary health care.
- Enable providers to deliver quality health care.
- Lead primary health care system integration through effective partnerships.

Our strategic objectives are underpinned by corporate governance, an engaged and aligned workforce and stakeholder engagement

More information about NT PHN and our strategic goals and objectives are located at ntphn.org.au

Applications from Aboriginal and Torres Strait Islander candidates are strongly encouraged for all NT PHN positions

Health Network Northern Territory Ltd operating as Northern Territory PHN

We value: Relationships • Equity • Responsiveness • Innovation • Results

ROLE PURPOSE

The Procurement Lead is responsible for leading and managing the procurement of services and activities for NT PHN. This will be achieved through a best practice approach to the sourcing and procurement of services in line with NT PHN Commissioning policies and procedures. This will require collaboration with key internal and external stakeholders to achieve the organization's strategic goals.

KEY RESPONSIBILITIES

Reporting to the Health Commissioning Manager, the role is accountable for:

- Leading the procurement function within NT PHN ensuring compliance with NT PHN policies and procedures.
- Managing a high performing team through excellent leadership, supervision and training ensuring task accuracy, accountability and overall delivery of exceptional, client focused services.
- Monitoring risks and implementing risk strategies around procurement.
- Managing the expectations of internal stakeholders, considering due process and resourcing.
- Overseeing the development, implementation and continuous improvement of procurement best practice processes procedures and systems.
- Ensuring all activities are managed, developed and implemented in accordance with specified parameters meeting timeframes, budgets and objectives.
- Supporting organisational capacity by identification and facilitation of training and mentoring in procurement activities.
- Other duties as required commensurate with the skills and role level.

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KEY REQUIREMENTS

Essential

- A strong understanding of good corporate governance, commercial and financial practices, particularly in relation to the commissioning of services.
- Leadership skills, with a track record of leading high performing teams that deliver exceptional client focused results
- Demonstrated experience in stakeholder engagement and partnership management and the ability to negotiate satisfactory outcomes to complex issues.
- Strong negotiation and facilitation skills and the ability to influence.
- Excellent written and verbal communication skills.
- Well-developed analytical, investigation and report writing skills.
- Strong Microsoft office skills.

Desirable

- Experience in or relevant exposure to the procurement of client or patient care services in a health environment.

Personal attributes

- Excellent engagement skills with a proven ability to build collaborative relationships with a wide range of internal and external clients, partners and stakeholders.
- Experience working in an environment requiring cultural and political sensitivity.
- Personal qualities of energy, initiative, commitment to teamwork and collaboration with respect for others.
- Commitment to providing high quality service to stakeholders and an awareness of the commercial impact of decisions.
- Demonstrates responsiveness and accountability, taking necessary actions and decisions to meet objectives, organisational expectations and measures.
- Takes an adaptive approach to innovation, looking for ways to continuously improve systems and processes.
- Personal accountability and proactive approach to work health and safety, specifically taking responsibility for the health and safety of self and others.
- Ability to manage multiple priorities and time pressures whilst being flexible and adaptive when required.

ADDITIONAL REQUIREMENTS

- Successful criminal clearance.
- Required to travel to inter and intra state occasionally.
- Current driver's license.

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