

**POSITION DESCRIPTION**

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| **Position Title** | **Director, Procurement & Supply** |
| **Reports to (Title)** | **Chief Financial Officer** |
| **Group Director/ Chief** | **Chief Financial Officer** |
| **Department** | **Procurement & Supply** |
| **Position Location** | **Hawthorn and Malvern** |
| **Award/Agreement** | **Salary & Conditions in accordance with Contract of Employment** |
| **Delegation of Authority Level** |  |

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| **Position Summary & Role Purpose** |

Streamlined and integrated end-to-end responsibility for Procurement and Clinical Supply Chain across Cabrini Health.

Leading teams across all facets of the supply chain for Cabrini Health, oversight of over $200M spend and millions of items of clinical product movement the Director, Procurement & Supply is responsible for ensuring a cohesive and trusted business and service partnership exists between the teams and with Cabrini stakeholders in clinical and shared service areas.

The role provides strategic direction, functional oversight and leadership of all Sourcing, Contracting, Procurement and Supply Services for Cabrini Health, and will oversee the development and drive the execution of the Procurement and Supply strategy to align with Cabrini’s Clinical, Operational and Group Strategies.

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| **Key Result Areas** |

**1. Key Responsibilities, Outcomes and Activities**

**1.1 Leadership and management**

Leadership

* Leads by example and operates with respect and integrity at all times
* Creates a culture of continuous improvement through coaching, mentoring, driving, encouraging and supporting the delivery of improvement opportunities (whether that be working with what is available or creating opportunities for new or improved infrastructure)
* Develops a deep understanding of Cabrini Health operations in order to maximise benefit opportunities
* Creates an operating rhythm which is efficient and effective in delivering outcomes
* Provides and communicates a clear vision, roadmap and direction for Procurement & Supply chain within Cabrini Health

Management

* Work closely with Executive Leadership Team in the preparation and analysis of mutually agreed KPIs and implement action plans to address improvements across all functions of Procurement & Supply
* Establish and maintain strong working relationships with key individuals and groups across Cabrini Health and develop and apply appropriate engagement and consultation strategies
* Develop our category-led approach to manage procurement throughout the entire contract lifecycle
* Develop and implement strong clinical engagement practices
* Implement value proposition benefit delivery; eg. supply chain efficiency improvements, demand management and optimisation programs

**1.2 Operational Responsibilities**

* Build and develop cohesive, efficient and effective team which works collaboratively and collectively with its customers across the end-to-end procurement and supply chain process
* Effectively coach and up-skill staff line managers and inspire and engage staff and ensure alignment to “one team” ethos
* Provide clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is addressed and high performance nurtured and rewarded
* Effective collaboration with other Catholic Negotiation Alliance members or Strategic Partners

Procurement

*Responsible for the sourcing, negotiation and benefits realisation of products and services within Cabrini Health across Clinical (Pharmacy, Med Surg Consumables, Clinical Equipment) and Indirect areas.*

* Ensure procurement core-competencies and approach operates as a strategic function
* Embed a proactive data-driven approach that educates, informs and drives benefit and savings to its stakeholders
* Drive and deliver savings through strategic sourcing, category management plans, optimisation programs or transactional activities
* Ensure optimised risk management/commercial outcome in contract negotiations and management
* Drive value benefit beyond cost savings to incorporate:
  + Patient Outcomes
  + Productivity savings through operational/supply chain efficiencies between suppliers and Cabrini Health
  + Delivery of sustainable initiatives
* Establish and implement clinical engagement framework to embed a collaborative and strategic approach to maximise value outcomes throughout the contract lifecycle
* Identify key opportunities and engage with key clinical stakeholders to prioritise and deliver outcomes

Supply Services

*Responsible for all facets of Clinical Supply across Cabrini Health including inventory and system management.*

* Lead, manage and direct the Supply Services staff in delivering best practice, efficient and effective clinical supply services ensuring “the right volumes of the right product at the right price at the right time’
* Work closely with Supply Operations
  + to build out transparency and accuracy in price and usage data to track and manage inventory and maintain stock integrity,
  + the efficient allocation of labour and other resources, and
  + to clearly define processes and procedures which ensure the safe, effective and efficient delivery of Supply operations and services.
* Embed a proactive approach that drives efficiencies and benefit across the supply chain process within Supply Operations, Prosthesis Coordination and Supply Stores streams, including robust system processes and maintenance
* Ensure catalogue and purchasing process are in line with health industry processes, strongly maintained and as accurate as possible, including supporting the management and maintenance of the Prosthesis List
* Cultivate and maintain strong supplier relationships, oversee vendor performance to ensure adherence to contract and quality standards, and minimised supply chain disruption
* Collaborate closely with internal stakeholders to forecast demand and maintain optimal inventory products and levels
* Devise and implement risk management strategies to mitigate supply chain disruptions and ensure uninterrupted operations

Transparency and Reporting

* Create and maintain a data driven culture across clinical spend that allows the team and stakeholders to benefit from access to and transparency of data to support spend management, procurement opportunities and supply efficiencies
* Take overall responsibility for reporting within the Procurement and Supply division. This will include but is not limited to:
  + Reporting against the Procurement Strategy and Category Management Plans, Key Performance Indicators (KPIs), Benefits Realisation, and future Opportunities.
  + Catalogue Management activities, Imprest and Supply chain efficiencies, usage and pricing
  + Inventory Metrics and optimisation.

**1.3 Resource Management**

* Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

**1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

* Maintenance of ongoing personal professional development / continuing education
* Personal application of the Cabrini performance management framework
* Identifying, encouraging and monitoring the continuing development of others within a learning culture.

**2. Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini’s work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees.  Please refer to the procedure for more details of the responsibilities associated with your role.

**3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

1. **Child Safety**

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

* Child safe organisational framework
* Child safety code of conduct
* Child safety reporting policy and procedure

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| **Organisational Relationships** |

* Reports directly to the Chief Financial Officer.
* Maintains a close collaborative working relationship with all Departments including but not limited to:
* Chief Executive
* Chief Financial Officer
* Chief of Health Operations and other key Hospital Stakeholders
* General Counsel

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| **Committee Membership** |

**The Director, Procurement & Supply will participate as a member of the following committees:**

* CPAC (Chair)
* Cabrini Equipment and Product Evaluation Committee
* Modern Slavery Working Group
* Relevant external committees as a representative of Cabrini as directed
* As directed by the CFO and CEO

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| **Staff Development** |

**The Director, Procurement & Supply will demonstrate a commitment to personal and professional development of self and staff by:**

* Participating in professional development programs
* Maintaining own skills and knowledge
* Remaining up to date with contemporary human resources practices, procurement and supply chain practices
* Contributing to the Cabrini professional development program as required
* Participating in performance reviews in accordance with Cabrini policy

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| **Key Competencies** |

**The Director, Procurement & Supply must demonstrate the following requirements:**

**ESSENTIAL**

* Strong Private Hospital Industry experience in private health procurement, supply chain and clinical engagement, with experience running in-house supply services / warehousing desirable
* Experienced in leading large teams in a complex acute hospital environment
* Strong end-to-end supply chain experience, including best practice processes and systems knowledge
* Strong and varying negotiation experience in a vendor-held industry
* Proven adeptness to develop strong and ethical relationships with suppliers, stakeholders and interested parties with ability to negotiate and influence
* Demonstrated experience in sourcing, negotiation, engagement, change management and supply of clinical goods, services and capital
* Demonstrated development, implementation and delivery of strategic plans and roadmaps
* Demonstrated experience in process improvement and transitions from transactional to strategic
* Demonstrated experience in clinical engagement and change management
* Exceptional data and analytical skills, and verbal, written and presentation skills

**Knowledge**

* Strong commercial acumen and risk management skills
* Deep understanding of supply chain processes and systems, inventory management, prosthesis stock management and tracking, and clinical/pharmaceutical Imprest management within acute private hospital settings
* Understanding of the Private Health Industry governance and compliance requirements across the supply-chain such as TGA, WHS, Modern Slavery etc.
* Ability to think both strategically and transactionally
* Willingness to learn and the ability to adapt in the process of change
* Sound initiative and problem-solving skills
* Ability to prioritise workflow in accordance with conflicting demands
* Express an understanding of, and a willingness to promote, the Mission and Values of Cabrini Health

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| **Conditions of Employment** |

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

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| **Cabrini Mission, Values and Behaviours that Matter** |

**Our mission**

**WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

**WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

**WHAT WE DO**

We provide excellence in all of our services and work to identify and meet unmet need.

**Our values**

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini’s life and reflect her heart, her spirit, her conviction and her approach.***

**Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God’s love for all people.

* We care deeply about each and every person we serve
* We respond willingly and positively to help meet the needs of those around us
* We put people first as we look to provide extra support and care, beyond our professional duties
* We promote a sense of belonging and community.

**Integrity**

We believe in the power of hope to transform people’s lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

* We remain true to our beliefs at all times – our mission and values are non-negotiable
* We are welcoming, hospitable and find comfort and motivation in the context of God’s all-inclusive love
* We look for the good in each other and recognise each person’s contribution as we work together to provide the best possible experience for our patients, residents and their families
* We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

**Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

* We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
* We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
* We maintain the courage of our convictions and express our values through our actions
* We continually look beyond our current services to help support and engage with those who are marginalised.

**Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

* We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
* We respect ourselves, our colleagues and the excellence of the services we deliver
* We identify and respond to emerging healthcare needs in our community
* We manage our resources wisely and actively seek to minimise our impact on the environment.

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| **Behaviours that matter** |

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

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| **Behaviours that matter** | **Unacceptable behaviours** |
| We put patient/resident safety first | We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents |
| We ask questions to understand the problem | We jump to conclusions and look for someone to blame |
| We admit when we make a mistake and seek a solution | We try to cover up or make excuses for mistakes |
| We look for opportunities to improve our care and services | We resist or sabotage change |
| We speak up when we see behaviour that is inconsistent with our values | We encourage or participate in poor behaviour |

**We are here to provide service:**

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| **Behaviours that matter** | **Unacceptable behaviours** |
| We greet everyone warmly | We are rude or discourteous |
| We are always kind and caring | We are arrogant or demeaning |
| We give our full attention to the person speaking to us | We are distracted, impatient or dismissive |
| We communicate openly, sensitively and in a timely manner | We are dominating, abrupt or sarcastic |

**We work together to achieve the best outcome:**

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| **Behaviours that matter** | **Unacceptable behaviours** |
| We are quick to offer help without waiting to be asked | We refuse to help even when it is clearly required |
| We share information readily to promote the best care and services | We withhold information or are competitive to the detriment of others |
| We do as we say we will | We are unreliable or inconsistent |
| We encourage and support each other | We berate or humiliate others |
| We give praise for a job well done | We are excessively critical or devalue the contributions of others |

**We exhibit a positive attitude:**

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| **Behaviours that matter** | **Unacceptable behaviours** |
| We approach our day with energy and enthusiasm | We are negative or apathetic |
| We look for the best in people | We are judgemental and put others down |
| We take pride in our personal appearance | We look dishevelled, dirty or have offensive personal odour |

**We want to build a just and sustainable community:**

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| **Behaviours that matter** | **Unacceptable behaviours** |
| We treat each other fairly | We are hostile or abuse our power |
| We use our resources responsibly | We are wasteful or extravagant |
| We consider the environmental impact of all we do | We are thoughtless or careless |

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| **APPROVAL** |

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

**Authorised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief Financial Officer 12 April 2024**