

# Position Description

## Director Procurement and Supply

<b>Classification:</b>	EX02
<b>Business unit/department:</b>	Finance Directorate
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Mount Street, Heidelberg
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025 Choose an item. Choose an item.
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	38 hours
<b>Reports to:</b>	Chief Financial Officer
<b>Direct reports:</b>	5
<b>Financial management:</b>	Level 4
<b>Date:</b>	October 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Director Procurement and Supply leads all procurement, supply chain and contract management support functions of the organisation. This includes managing strategic procurement (sourcing and category management), purchasing and supply, warehousing and sterile store logistics, contract management support, property, fleet and print room operations.

As the leader of this pivotal support service to the organisation, the Director has a strong focus on fostering cross-functional collaboration, provision of commercial strategic advice on procurement, contract management practices and supplier management, identification of opportunities to maximise value for money and drives best practice governance and processes including the optimisation of the Enterprise Resource Planning system (Oracle Fusion).

The role provides team leadership, drives a positive and supportive team culture for continuous improvement and aligns the overall team strategy to the organisational needs to maximise value delivery.

The Director is the conduit between other government bodies and agencies to ensure Austin Health is aligned to and compliant with all procurement related legislative requirements. A strong focus is placed on the relationship with the North Metro and Mitchell Shire Local Health Service Network health services, other health services, HealthShare Victoria and the broader Department of Health to build and develop the link, leverage their approach and deliver value through collaboration.

## About the Directorate/Division/Department

The Procurement and Supply department provides support, guidance and oversight for all procurement and supply activities undertaken by Austin Health. The department sits within the Chief Financial Officer directorate, along with, Financial Services, Financial Accounting, Business Intelligence Unit, Enterprise Risk and Health Information Services.

## Position responsibilities

- Lead the Procurement and Supply teams to deliver a commercially efficient and effective service
- Leads the continuous improvement and ERP optimisation of the Procurement and Supply service
- Lead the implementation and continuous improvement of procurement strategies/approaches that optimise cost savings and deliver operational improvements
- Leverage data analysis tools and techniques to augment strategies and leverage cost-savings opportunities
- Provide strategic commercial leadership across complex supplier engagements and supplier management
- Lead the Procurement team in negotiation of contracts and agreement with suppliers to secure favourable terms and conditions
- Facilitate and build enterprise-wide capability in Supplier Relationship Management with the business units
- Establish a collaborative environment with key suppliers to optimise supplier performance and innovation
- Lead collaboration with Local Health Service Network health services to identify efficiency and cost savings opportunities
- Oversee governance and processes in compliance with all Victorian Government legislative and compliance frameworks including HealthShare Victoria
- Develop and implement strategies to identify and mitigate risks associated with contracts and supply chain in accordance with Austin Health's Risk Management Framework
- In collaboration with the Legal team, oversee the strategic contract lifecycle to ensure contracts are compliant with statutory and regulatory regimes including policies, rules and regulations
- Actively provide commercial support to the business units to identify and deliver procurement value
- Oversee the tenancy portfolio to ensure Austin is compliant with its legislative obligations and tenancies are commercially appropriate
- Oversee the Fleet portfolio, ensuring needs meet changing health delivery methods (e.g. increasing in-home services)



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- Accountable for governance and strategic reporting to the Executive and Board, including leadership and/or membership in various steering committees
- Support the development and growth of team members, including professional development and succession planning
- Develop and maintain strong relationships with HealthShare Victoria, other government bodies and external agency stakeholders;
- Manage the Procurement and Supply budget
- Contribute to the annual Finance Directorate business plan
- Other duties as required.

## Selection criteria

### Essential knowledge and skills:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Proven senior procurement and supply chain leadership in a complex regulated environment and experience leading a large team of direct reports, with a sharp focus on team delivery, skill development and fostering a positive collaborative culture
- Demonstrated experience in developing and fostering new executive and stakeholder relationships as Procurement expands its reach into new areas of the organisation
- Proven experience in managing Procurement and end to end Supply Chain and logistics
- Experience in delivering transformation, cost savings, and process improvements.
- Demonstrated highly developed commercial acumen with the ability to translate this into and influence procurement and contract management decisions
- Demonstrated experience in developing and managing high performing team
- Proven experience in using data analytics to build strategies to inform purchasing and supply
- Ability to identify commercial opportunities by demonstrating an understanding of key business unit operational/cost drivers and active supplier negotiations
- Proven experience in commercial negotiation including contract negotiation and dispute resolution.
- Proven ability to ensure all procurement activities are compliant, transparent, and aligned with legislative requirements.
- Proven ability to inspire teams, engage stakeholders, and achieve strategic outcomes.
- A collaborative, influential and forward-thinking leadership style.

### Desirable but not essential:

- Tertiary and/or post graduate qualification in Business. Procurement. Supply Chain or related discipline supported by Membership of or studying towards Chartered Institute Purchasing & Supply (CIPS) is highly desirable.
- Expertise in Victorian Government procurement frameworks and state regulatory obligations

## Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role.

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.



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- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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