

Position Description

Procurement Specialist (Generalist)

Classification:	Administrative Officer Grade 4 (overaward may be applicable)
Business unit/department:	Procurement and Supply
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ (86 Mount St, Heidelberg - may require attendance at other sites per business requirements)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Full-Time
Hours per week:	38 hours
Reports to:	Deputy Director, Procurement and Supply
Direct reports:	None
Financial management:	None
Date:	July 2026

We acknowledge 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. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

As a key member of the Strategic Procurement team, the Procurement Specialist is an expert in best practice Tendering, Procurement Category Management, Supply Relationship Management, Governance and data analysis techniques.

The Procurement Specialist will exercise strategic and critical thinking to engineer value (both savings and value-add) across the multiple spend categories and Governance activities assigned to their role.

About the Directorate/Division/Department

The Procurement and Supply department provides support, guidance and oversight for all Procurement, supply and clinical product selection activities undertaken by Austin Health.

The department sits within the Chief Financial Officer directorate, along with Financial Services, Financial Accounting, Business Intelligence, Enterprise Risk and Health Information Services.

Position responsibilities

Procurement Specialist accountabilities of this role may include:

- Develop and run tenders and supplier management in accordance with business requirements
- Develop strong relationships with internal business unit heads and other key staff
- Develop and implement procurement category strategies in consultation with the Deputy Director, Procurement and Supply. This requires developing subject matter expertise within particular areas of spend
- Deliver the procurement category strategies by undertaking tactical and strategic sourcing activities which generate value and achieve financial savings through benchmarking and analysis of procurement spend, supply markets, internal and external cost drivers and industry standards
- Perform data analysis to gain understanding of business units' key cost drivers and/or as requested by the Deputy Director, Procurement and Supply
- In collaboration with the Deputy Director, Procurement and Supply, have procurement related negotiations with suppliers to ensure savings are achieved, and value for money and efficiencies are secured
- Develop and manage relationships with suppliers that contribute to performance management, build capacity, enhance control of the supply chain, and promote a partnering approach to managing contracts
- Lead performance discussions with key suppliers and stakeholders, and support the overall Supplier Relationship Management approach in conjunction with the Procurement Team
- Contribute in the Supplier Management process, including Supplier Segmentation, Scorecard Development and Performance Reviews
- Manage the strategic contract lifecycle, including maintaining a register of all relevant contracts, developing appropriate contract reporting and working with stakeholders on lifecycle management
- Provide strategic direction on all major contracts, including negotiations, service level agreements, performance management etc.
- Capture all negotiated value from Austin Health Procurement and Health Share Victoria (HSV) by monitoring and managing contract compliance.
- Maintain up to date knowledge of procurement best practice and develop and contribute to new procurement processes and participate in the growth and development of the organisation's procurement capability

Governance accountabilities may include:

- Become an expert in all Governance elements for Austin Health Procurement
- Provide expert Governance advice to the wider Procurement team



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- Maintain a Governance calendar, incorporating all of Austin Health Procurement governance requirements (Reporting, Attestations, Working Groups, Policy and Procedure Expiries / Updates etc)
- Develop strong relationships with Governance experts at Health Share Victoria, Victorian Government Purchasing Board and other relevant entities
- Lead key Governance requirements, including: Procurement Exec / Board reports, Modern Slavery, Social Procurement, Local Jobs First, Fair Jobs Code, Internal and External Audits, Annual Report submissions, Case Studies, Action Working Groups, Management of Policies and Procedures etc.
- Update and maintain tender documents and processes
- In liaison with Corporate Counsel, ensure that contracts are compliant with statutory and regulatory regimes including policies, rules and regulations
- Other tasks as directed by the Deputy Director, Procurement and Supply.

Selection criteria

Essential skills and experience:

- Demonstrated time and project management skills, particularly the ability to manage and deliver multiple projects consecutively
- Ability to identify commercial opportunities by demonstrating understanding of business units' key cost drivers and active supplier negotiations
- Willingness to learn, understand and support others to achieve the team goals
- Ability to quickly research, digest, synthesise and disseminate information about new topics
- The ability to quickly develop a thorough knowledge of Victorian Government Purchasing Board (VGPB) guidelines and HSV procurement policies
- Outstanding attention to detail
- Ability to build strong working relationships
- Good MS Excel and data interrogation skills and ability to navigate through systems
- Excellent writing skills with an emphasis on the ability to write succinctly
- Demonstrated experience writing reports
- Proven ability to be a team player, communicate effectively and can work diplomatically and proactively with a diverse range of peers and senior staff
- Demonstrated ability to manage and meet deadlines
- Ability to gain cooperation and trust from others including the capacity to argue persuasively based on logic, data and the objective merits of a situation and influence others in their thinking
- Demonstrated highly developed interpersonal, negotiation and communication skills particularly in the areas of dispute resolution and commercial matters
- Ability to adapt and thrive in a new and unfamiliar work environment
- Demonstrated capacity to be a creative and innovative problem solver, setting parameters for others to use their initiative in problem solving.

Desirable but not essential:

- Proven knowledge in end-to-end Procurement Category Management, Supplier Relationship Management and Supplier Performance Management methodologies
- Development and delivery of an end to end Category Strategy



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- Experience in the health sector, including the Pharmacy or general medical / patient services environments
- Tertiary and/or post graduate qualification in Business, Law, Procurement, Supply Chain or related disciplines
- Demonstrated ability to review, draft and negotiate legal instruments, including pricing agreements and supplier contracts, including translating negotiated tender outcomes into contract schedules.

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.
- 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 creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait



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Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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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