

Position Description

Senior Procurement Specialist

Classification:	Administrative Officer Grade 5
Business unit/department:	Procurement & Supply
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ (Finance Building, Mount Street, Heidelberg)
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:	38hrs / 40 hrs with ADO
Reports to:	Deputy Director Procurement & Supply
Direct reports:	None
Financial management:	n/a
Date:	May 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung 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

As a leader within the Strategic Procurement team, reporting to the Deputy Director Procurement and Supply Manager, the Senior Procurement Specialist is an expert in best practice Procurement, Category Management, Supply Relationship Management and data analysis techniques.

The Senior Procurement Specialist will exercise strategic and critical thinking to engineer value (both savings and value-add) across the multiple spend categories 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 Unit, Enterprise Risk and Health Information Services.

Position responsibilities

Role Specific

- Develop and maintain strong relationships with internal business Directors, unit heads and other key staff;
- Lead tenders and commercial projects for assigned categories, securing a strong working partnership with cross functional stakeholders
- 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;
- Accountable for category leadership of various 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;
- 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;
- 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;
- In liaison with Corporate Counsel, ensure that contracts are compliant with statutory and regulatory regimes including policies, rules and regulations;
- Provide strategic direction on all major contracts, including negotiations, service level agreements, performance management etc.;
- 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;
- Capture all negotiated value from Austin Health Procurement and Health Share Victoria (HSV) by monitoring and managing contract compliance;
- Perform data analysis to gain understanding of business units' key cost drivers and/or as requested by the Deputy Director Procurement and Supply;
- 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;
- Lead regular performance discussions with key suppliers and stakeholders, and support the overall Supplier Relationship Management approach in conjunction with the Procurement Team;
- Behave as a leader within the Procurement team and the wider organisation, promoting the team's purpose and benefits
- Maintain a high level of operating independence
- Act as a key Procurement contact point for Directors and unit heads across the business;
- Increased accountability for governance, reporting and strategic procurement planning;
- Input into the development plans of less senior team members;
- Other tasks as directed by the Deputy Director Procurement and Supply.



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Selection criteria

Essential skills and experience:

- At least 4 years' experience in a Procurement focused role;
- Demonstrated experiencing in running tenders for clinical and non-clinical products / services;
- Proven knowledge in end-to-end Procurement Category Management, Supplier Relationship Management and Supplier Performance Management methodologies;
- Demonstrated ability to take a deep dive into various data streams and perform data analytics. Good MS Excel skills and ability to navigate through Purchasing and ERP systems is essential;
- Ability to identify commercial opportunities by demonstrating understanding of business units' key cost drivers and active supplier negotiations;
- Demonstrated ability to review, draft and negotiate legal instruments, including pricing agreements and supplier contracts, including translating negotiated tender outcomes into contract schedules,
- Ability to adapt and thrive in a new and unfamiliar work environment;
- The ability to quickly develop a thorough knowledge of Victorian Government Purchasing Board (VGPB) guidelines and HSV procurement policies;
- 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;
- Demonstrated capacity to be a creative and innovative problem solver, setting parameters for others to use their initiative in problem solving;
- Excellent writing skills with an emphasis on the ability to write succinctly;
- Proven ability to be a team player, communicate effectively and have the ability to work diplomatically and proactively with a diverse range of peers and senior staff;
- Demonstrated ability to manage and meet deadlines.

Desirable but not essential:

- Demonstrated experience in a Procurement focused role in the health sector;
- Demonstrated experience in providing guidance to less senior Procurement team members to achieve their deliverables and / or development;
- 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



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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 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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