

Position Description

Clinical Products Advisor

Classification:	Administrative Officer Grade 5 (HS5)
Business unit/department:	Procurement and Supply
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> (86 Mount St, Heidelberg)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	38
Reports to:	Deputy Director, Procurement and Supply
Direct reports:	n/a
Financial management:	Budget: 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

Reporting to the Deputy Director, Procurement and Supply, the Clinical Products Advisor as a bridge between clinical stakeholders (e.g. Medical, Nursing, Allied Health, Support Services), Procurement, Purchasing and Supply Operation Chain team and is a clinical commercial liaison. This role focuses on sourcing and supplying products to these teams which are safe, effective, user-friendly, and aligned with both clinical workflows and regulatory standards. This role also focuses on financial reviews of clinical products and contracts to identify savings and supply chain efficiencies.

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

- Assist with management of all clinical product queries regarding clinical stock
- Provide written notification on product substitution and alternative to relevant stakeholders
- Manage and report on clinical consumable product faults/recalls and maintain all required records
- Evaluate new and existing clinical products for clinical and cost effectiveness and efficiency
- Evaluate new and existing HPV contracts for clinical and cost effectiveness as well as efficiency and Product Compliance
- Support the Supply Group and clinical areas on product standardisation projects and cost saving initiatives
- Engage and review new HPV contracts to ensure Product Compliance and where compliance is not being met, identify suitable alternative products that will ensure HPV compliance and work to resolve those issues in consultation with the Procurement team
- Recommend to the procurement team initiatives to achieve and implement rationalization of medical consumables across the organization
- Organise Clinical Products Evaluation working groups, co-ordination of product evaluation activities and report back to the Clinical Product Evaluation Steering Group for endorsement
- Encourage staff to accept change through presentations, discussions and demonstrations where necessary
- Liaise with clinical staff to ensure a competent understanding of trends and surgical procedures relevant to the purchasing of medical consumables and other clinical equipment and products
- Liaise with CSU Directors reporting on trends and usage when requested
- Provide ongoing review of Sterile Store stocked product range and make recommendations re range changes and consolidation of products to eliminate duplication of products/brands that clinically achieve the same purpose
- Other tasks as directed by the Director Supply and Strategic Procurement

Selection criteria

Essential Knowledge and skills:

- Proven experience in a similar clinical products role
- Exposure to Procurement & Supply Chain practices and Supplier engagement
- Ability to manage and achieve results with multidisciplinary teams
- Data analysis and Presentation skills
- Demonstrated ability to manage and meet deadlines
- Demonstrated initiative and self-direction
- Relevant tertiary qualification in a clinical discipline
- Clinical experience in Acute Sector Health
- Current registration with the appropriate regulatory body
- Ability to understand complex government regulations across the supply chain
- 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
- Computer literacy in Microsoft Office
- 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.



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Professional qualifications and registration requirements

- Relevant tertiary qualification in a clinical discipline
- Current registration with the appropriate regulatory body e.g. APHRA

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.



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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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