

## Position description

<b>Position</b>	Lead - Procurement and Performance		
<b>Purpose</b>	Lead the PHN's procurement and contract performance processes and practices		
<b>Salary Band</b>	Salary Band number 3		
<b>Approval date</b>	10/01/2025	<b>Approved by</b>	Sharon Sweeney

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council, parts of Somerset Regional Council and Norfolk Island. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community
- Facilitate care closer to home
- Address health gaps and inequities
- Transform and connect primary healthcare
- Drive organisational excellence.

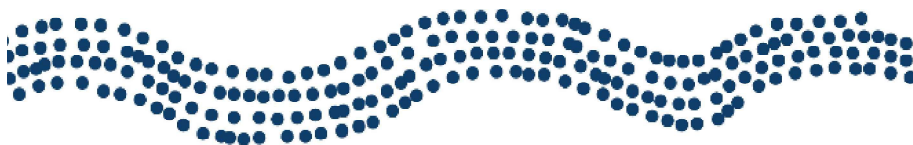
The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

Commissioning is a continual and iterative cycle involving the development and implementation of services based on needs assessment, planning, design, procurement, monitoring and evaluation. The focus of this role will be to support and lead procurement activities through to completion of service contracts, to support monitoring and management of their performance, and to work collaboratively with others who hold lead responsibilities for other aspects of commissioning.



### **Role-specific**

- Lead and support tendering and other procurement processes to ensure compliance with funder requirements and ensure effective and efficient procurement practices
- Review and continually improve procurement documentation (e.g. EOLs, RfQs), policies, procedures, market briefings and evaluation panel processes
- Provide advice and support to teams (including probity advice) throughout procurement processes
- Monitor markets and maintain lists of potential consultants/providers
- Stay up to date with and incorporate innovations and contemporary best practice in procurement, and contract management (e.g. current procurement systems to understand if they are fit for purpose)
- Develop programs and documentation to support ongoing training and uplift of internal capability in the areas of procurement and contract performance management
- Develop and maintain process maps and guidance documents associated with procurement functions
- Support teams to set clear performance expectations with commissioned providers throughout all phases of the contract lifecycle from procurement to decommissioning, and ensure that these align with organisational objectives, the PHN internal performance framework and quality standards
- Undertake simple data analysis and reporting, to drive evidence-based decision making
- Develop and implement appropriate processes and systems to monitor and assess provider performance against industry standards, driving continuous improvement
- Consistently and appropriately engage with stakeholders (e.g. providers), teams and individuals to build trust, drive information sharing, collaboration and compliance

### **General**

- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

# Reporting relationships

## Relationships

Reports to: Team Leader – Commissioning | Knowledge, Planning and Performance

Direct reports: N/A

## Level of delegation

(Per Delegation Matrix – CEO to staff)

Lead

# Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

## Qualifications and experience

- Minimum 5 years' experience in developing, implementing and maintaining robust procurement lifecycles, manuals, and procurement processes across the health and/or human services sector;
- Business, finance or other relevant tertiary qualifications/certifications desirable
- Understanding, knowledge, and experience in implementing a range of market and procurement approaches
- Experience in the development, implementation and evaluation of quality improvement projects using a range of quality improvement methodologies
- Sound knowledge of change management principles and related practices and procedures and experience in change management
- Well-developed communication skills both written and verbal with the ability to motivate, influence and gain commitment, including sound experience in the preparation of reports, briefs, and educational materials
- Ability to achieve results in an environment of ongoing organisational change, to ensure the delivery of high-quality outcomes
- Ability to appropriately manage highly sensitive information and meet/uphold relevant compliance requirements
- Experience working with Folio, Tenderlink or similar systems, desirable (but not essential)

## Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

## Other

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)