

# Position Description



<b>Position title</b>	Senior Procurement and Contracts Lead
<b>Responsible to</b>	Business Manager, Commissioning
<b>Responsible for</b>	Nil Reports
<b>Location</b>	Wollongong, Nowra, Fyshwick or Moruya
<b>Conditions</b>	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
<b>Remuneration and benefits</b>	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
<b>Probity checks</b>	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
<b>Level of delegation</b>	As outlined in Delegations Policy
<b>Acknowledgement of Country</b>	COORDINARE South Eastern NSW PHN, acknowledges the Traditional Owners and Custodians of the lands across which we live and work. We pay our respects to Elders past, present and emerging, and acknowledge Aboriginal and Torres Strait Islander peoples' continuing connection – both physical and spiritual – to land, sea and sky.

## About us

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities.

We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

We will also use our knowledge and commissioning expertise to attract new funding partners to expand our impact.

## Our purpose

To improve the health of communities in South Eastern NSW.

## Our priorities

Our three objectives and key priorities are:

1. **Accessible care** – by improving access to services such as mental health, alcohol and other drugs, chronic conditions, after hours and urgent care- especially for priority groups.
2. **Systemised care** – by strengthening linkages between primary care and the broader health system. We support general practice and commission coordination and navigation services that guide individuals through their health care journey.
3. **An activated community** – by fostering health across the lifespan, addressing the social determinants of health, increasing prevention activities, and improving community resilience and social connectedness.

As a growing, innovative, and resilient organisation, we achieve our priorities through our strengths in:

- Consumer engagement
- Professional capacity
- Financial resilience
- Communications and influence
- Research and evidence
- Data and IT capability

## Our values

- We build trusted and meaningful relationships
- We respect and include diverse voices
- We act with integrity
- We embrace change with purpose

## Our processes

COORDINARE commissions services from our stakeholders, rather than providing services directly. Commissioning involves starting with understanding our communities' needs, identifying commissioning opportunities and then gauging the impact of our initiatives on the community.

COORDINARE uses population health data, and input from our two GP-led Clinical Councils, the Community Advisory Committees, the Aboriginal Health Councils, general practices, and through our strategic alliances with the Local Health Districts, to identify needs, set clear local priorities, and implement government initiatives.

## Purpose

The Senior Procurement and Contracts Lead is a member of a highly capable team that drives the efficient and effective commissioning operations of the organisation. The team ensures procurement and contracting practices are robust, effective, follow best practice and are delivered to a high standard whilst meeting tight deadlines. Our commissioning philosophy harnesses relationships, and we strive to ensure COORDINARE is a reputable organisation offering an engaging and positive experience for third party commissioned providers.

The Senior Procurement and Contracts Lead will guide and oversee procurement and contract approach and provide high-level advice in this area; prepare, conduct, and coordinate and report all tendering, procurement and contracts, and related activities for COORDINARE, in accordance with COORDINARE's policies, processes and procedures to maximise value for money and achieve business outcomes

This role is responsible for delivering exceptional customer service, including timely and efficient specialist procurement and contract support to the business team's internal clients (Project Coordinators/Contract Managers, Commissioning Managers, Executive Directors and other key Managers and personnel across the organisation) and external stakeholders. Additionally, the role drives continuous improvement of the team's operation and implement best practices and mentoring/training in Procurement, Contract and Business System.

This is an opportunity for a proactive and efficient team player to join a collaborative team of specialists across a highly rewarding scope of work and ensure successful and robust implementation of commissioning activities in a primary health environment.

### **Key accountabilities**

- Ensuring the integrity of procurement processes and probity - this includes planning and coordinating end-to-end procurement and ensuring procedural compliance. For example, providing advice and assistance on procurement matters including but not limited to: providing high-level advice for procurement and contract approach; preparing procurement documentation including tender writing; coordinating market briefing sessions; recruiting and coordinating procurement evaluation panels; ensuring conflicts of interest are recorded; conduct compliance assessment and due diligence; and managing all procurement documentation to uphold best practice probity.
- Supporting the establishment of contracts and reports in Folio. This includes developing, reviewing, negotiating, monitoring, and tracking contracts; ensuring third party commissioned provider compliance documentation is current and valid; and supporting the processing of other commissioning activities in Folio, such as project planning, developing new variations, commissioning risk analysis and underspends.
- Lead, facilitate and contribute to the reporting of procurement, contracts, service performance and communications with relevant stakeholders.
- Quality improvement - continually identify opportunities to optimise tendering, procurement, contracting and business system processes, support updating and procedures and ensure best practice is followed.
- Ensure compliance with best practice corporate governance, providing contractual guidance and ensuring contracts are commensurate with current legal and policy frameworks.
- Identify and lead development of system and business enablers for efficient, effective and high-quality commissioning, including supervision of contract management systems.
- Prepare high quality reports for the Executive.
- Support Business Manager and Commissioning Managers to ensure all activities are commissioned in accordance with the COORDINARE commissioning framework, finance plans and the organisation's operational plan.
- Support in communication activity such as developing content for regular surveys to third party commissioned providers and training of staff and external providers.
- Applies interpersonal and problem-solving skills to negotiate appropriate outcomes for customers and ensures confidential and sensitive matters are treated appropriately.
- General administration support including documentation management in Folio, Tenderlink, SharePoint and the Client Relationship Management Platform; management of mailboxes; developing workflows and other commissioning tools and resources.

### **Key relationships**

- Internal – Chief Finance Officer, (Portfolio) Executive, Business Manager Commissioning, Procurement & Contracts Lead, Project Coordinators, Commissioning Managers, Finance and Risks Coordinator.
- External – evaluation panel members, third-party commissioned providers, business system providers, probity advisor, external lawyer.

### **Key challenges**

- Leading and influencing change.
- Managing competing priorities and delivering exceptional quality.
- Ensuring probity and compliance with procurement and contracting policies and procedures.
- Working effectively across multiple program areas, particularly in the context of challenging timeframes.
- Supporting the implementation of robust, best practice commissioning systems and processes.

## Selection criteria

Area	Specific requirement
Qualifications	Tertiary level qualification in Allied Health or equivalent; or equivalent relevant experience.
Registration and licensing	Australian Drivers Licence
COVID-19 vaccination compliance	It is recommended that COORDINARE employees have completed at least 2 doses of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA).
Knowledge and experience	<ol style="list-style-type: none"> <li>1. Significant experience in working within a contracting environment including managing procurement.</li> <li>2. Processes and financial and risk management by Australian law and regulations.</li> <li>3. Proven track record in project management and working with project management methodology.</li> <li>4. Demonstrated ability to manage multiple priorities and deliver agreed outcomes across multiple activities.</li> <li>5. Solid experience in best practice commissioning inclusive of probity processes in the health sector or similar environment.</li> <li>6. Demonstrated knowledge and experience in quality improvement and best practice.</li> <li>7. Deep understanding of customer centric and customer driven service principles.</li> <li>8. Excellent ability to develop and maintain effective relationships and work collaboratively</li> </ol>

*COORDINARE is an equal opportunity employer embracing diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people. We are sector leaders with excellent benefits, and a hybrid workplace in the beautiful SENSW region.*

*We support Hybrid Working, so it is expected on average 40% of your work time should be spent at a COORDINARE location to achieve the exemplary depth of relationships, connection, and collaboration as desired.*

*Successful applicants must have the right to work in Australia.*

*Successful applicants must have access to a comprehensively insured motor vehicle and a willingness to travel as part of this role, including overnight stays.*

**As the incumbent of this position, I confirm I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position.**

Employee's name:	Employee's Signature:	Date:
Supervisor's name:	Supervisor's Signature:	Date:

*Please note if this PD is for a new role it will need to be reviewed and approved by the CEO.*

Date	Version No.	Author	Approved by	Reason for update
Aug 2020	1	Director, Commissioning	CEO	New role
Nov 2022	2	Director, Commissioning	Director, Corporate Services	Revision/role change
July 2024	3	CFO		Revision/role change
Feb 2025				Review of PD as part of the PDP process
June 2026	4	CFO	Director, Corporate Services	Recruitment