

1. POSITION DETAILS			
Position Title	Health Commissioning Procurement Officer	Date Approved	
Portfolio	Commissioning & Compliance	Contract Period	30 June 2024
Version update	January 2022	J&P last updated	January 2022
2. POSITION CONTEXT			
Organisational overview	Why We Exist A healthier Adelaide by 2030.		
	Mission We will: <ul style="list-style-type: none"> • Connect and facilitate a quality health system • Ensure that you are heard, consulted and empowered • Work with you to improve your health outcomes • Improve your experience of the health system and your outcomes • Ensure health providers work together • Respond to health needs of the most vulnerable in our community. 		
	Our Signature Behaviours <ul style="list-style-type: none"> • We do what we say we will do. • We are consistently transparent and timely. • We use our people and resources wisely. • We work, achieve and celebrate together. 		
Job purpose statement	Health Commissioning Procurement Officers are responsible for managing all aspects of the procurement phase of the Adelaide PHN Commissioning Cycle. This relates to the identification and subsequent contracting of preferred providers in accordance with the Adelaide PHN's Commissioning Framework and associated policy and procedures.		
	Health Commissioning Procurement Officers are also responsible for preparing contract variations and contributing to the development of commissioning policy and procedures.		
Reporting/working relationships	Reports to: <ul style="list-style-type: none"> • Executive Manager Commissioning & Compliance via Operations Manager Commissioning 		
Special conditions	<ul style="list-style-type: none"> • Some out of hours' work may be required. • Intrastate and interstate travel may be necessary. • Appointment is made subject to ongoing satisfactory screening and criminal history checks. • Must hold and maintain a current Driver's Licence & insurance. • Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO). • Adelaide PHN is a smoke free workplace. • Participate in Performance Review & Development process every 6 months. 		

3. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none"> • A passion and commitment to improving primary health outcomes within our community. • Ability to support and achieve Adelaide PHN strategic objectives to deliver outcomes in tight time frames. • Demonstrated ability to work within a team, and in cross-portfolio teams and groups. • Exceptional communication skills both written and verbal and ability to communicate Adelaide PHN key messages. • High level research, analytical and conceptual skills. • High level capacity to understand and operationalise project design and innovation concepts. • Ability to engage and collaborate with a wide range of stakeholders and community. • Ability to interpret and communicate contract terms and conditions. • Ability to use electronic procurement platforms and contract management databases.
Attributes	<ul style="list-style-type: none"> • A sense of humour. • Behavioural flexibility. • Working to timelines. • Consensus decision making. • Collaborative problem solving. • Results focused. • Excellent judgement. • Integrity. • Attention to detail.
Experience	<ul style="list-style-type: none"> • Contract establishment and management (preferably in commissioning of services, public health, evaluation and/or public sector). • Health program and/or project management. • Procurement policy and procedural development and application. • Cross portfolio operational planning. • Experience in negotiating and preparing contracts.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the end-to-end strategic procurement process (i.e. RFT, RFP processes). • Working knowledge of the Australian primary health care sector. • Working knowledge of the principles of commissioning in the health and/or related sectors.
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in procurement or a complementary business discipline or relevant experience in public health, evaluation, procurement and/or public sector management.

4. ORGANISATIONAL REQUIREMENTS

Compliance	<ul style="list-style-type: none"> • Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives. • Be aware of and adhere to Adelaide PHN's policies and procedures. • Participate in Adelaide PHN Quality Improvement. • Demonstrate a commitment to our Adelaide PHN Values and Signature Behaviours.
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5. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development processes unless required earlier.

Employee:		Signature:	Date:
Manager:		Signature:	Date:
CEO:		Signature:	Date: