

Position title	Procurement Manager
Reports to	Chief Financial Officer
Award agreement	Victorian Stand- Alone Community Health Services (Health & Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2022-2026
Classification	Admin Officer Grade 6

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	<p>Courage</p> <ul style="list-style-type: none"> • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities <p>Empathy</p> <ul style="list-style-type: none"> • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully <p>Integrity</p> <ul style="list-style-type: none"> • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust <p>Achievement</p> <ul style="list-style-type: none"> • We are outcomes-focused • We are adaptable and always learning • We continuously improve • We are creative and resourceful

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQA+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Corporate Services team

The Corporate Services Team are a hard-working and passionate team that are responsible for the Finance, Payroll, IT, Facilities, Maintenance and central Procurement functions of the organisation. As part of YourCH, we are passionate and enthusiastic staff working towards our vision of health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The role of the Procurement Manager is to oversee the sourcing, negotiation, and acquisition of goods and services essential to YourCH's operations. This role involves developing procurement strategies, building vendor relationships, managing contracts, and ensuring cost-effective purchasing that aligns with the YourCH's budget and quality standards. The Procurement Manager will drive initiatives for process improvement, cost savings, environmental sustainability, and compliance, working cross-functionally with internal programs to meet organisational objectives efficiently.

Position responsibilities

Procurement Strategy

- Develop and execute procurement strategies to support organisational goals, optimising cost, quality, functionality and sustainability.
- Lead initiatives to optimise sourcing activities, supplier management, contract negotiations, and procurement operations to achieve cost savings and process improvements through the development/implementation of improved processes, governance and systems.
- Analyse market trends and supplier options to identify opportunities for savings and value improvements.
- Track procurement metrics such as spend, savings and supplier performance.

Supplier and Vendor Management

- Source and qualify suppliers, building strong vendor relationships to ensure reliable, high-quality supply chains.
- Negotiate favourable terms, pricing, and contracts that align with organisational objectives and budgets.

- Conduct regular performance evaluations of suppliers to ensure adherence to agreed-upon standards.

Contract Management

- Oversee the development, negotiation, and administration of contracts, ensuring compliance and risk management.
- Monitor contract renewals and vendor compliance, updating agreements as needed to meet changing needs.

Stakeholder Collaboration

- Collaborate with cross-functional teams to identify and address procurement-related challenges and opportunities, fostering a culture of collaboration and knowledge sharing.

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications, Registrations and Licenses

- Bachelor's degree in Supply Chain Management, Business Administration or a related field.
- Professional certification such as Certified Professional in Supply Management (CPSM) or Certified Purchasing Manager (CPM) (desirable).

Skills and competencies

- Minimum of 5 years experience in a similar role.
- Previous experience working in the health sector and experience of procurement through Health Share Victoria highly regarded.
- Experience with environmentally sustainable procurement practices highly regarded.
- Strong negotiation and contract management skills.
- Strong ability to analyse data, negotiate favourable terms, and make data-driven decisions.
- Strong commercial acumen- competence in budgeting, financial analysis, and cost control.
- Ability to work in a fast-paced environment and manage multiple priorities.
- Excellent stakeholder management skills with the ability to understand and communicate business requirements.
- Excellent interpersonal and communication skills

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are safe and high quality
- Always maintain staff and client confidentiality
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure a safe workplace for clients, visitors and staff
- Work in accordance with Your Community Health Policies and Procedures.

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time.
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.