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| **POSITION DESCRIPTION** | logo300 |

January 2012

## This document is subject to review from time to time.

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| **POSITION TITLE:** | Procurement Analyst |
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| **REPORTS TO (Title):** | Procurement Manager |
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| The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies. |
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| **PRIMARY FUNCTION:** |
| Assist and support the Procurement Team in the management of relationships and contracts aiming at reducing costs and increasing efficiencies wherever possible through effective procurement practises and process. |
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| **SUPERVISORY RESPONSIBILITIES:** |
| Nil |

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| **LOCATION:** |
| Christchurch |

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| **KEY PERFORMANCE OBJECTIVES:** |
| Task | ***Effective Relationship Management*** |
| Measure | * Effective and positive relationships are established and maintained to support suppliers understanding of working with the DHB to foster long-term benefits.
* Effective and positive relationships are established and maintained internally to support end user understanding and experience of running or being involved in procurement projects
* Effective and positive relationships are established with sector parties including but not limited to Ministry of Health, Ministry of Business Innovation and Employment and Health Pathways Limited.
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| Task | ***Provision of Procurement Service to Customers*** |
| Measure | * Provide support and involvement in the implementation of procurement projects
* Information and advice is provided to internal customers on the procurement framework at the DHB to enable the execution of projects that align with the most suitable processes, templates, approvals and outputs.
* Support continuous improvement by managing framework documentation projects and reviewing with legal support the best and most effective suite of documentation and guidance.
* Support the image of the Supply function and enhance amongst internal and external customers as appropriate.
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| Task | Data Analysis |
| Measure | * Data is collated from appropriate sources to assess the costs, trends and benefits of spend categories.
* Work with internal customers and the Procurement Manager to identify areas and/or suppliers for potential benefits and/or savings.
* Support Procurement Specialists in cost and benefit implications analysis on procurement projects.
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| Task | Managing Minor Projects to Conclusion |
| Measure | * Manage minor projects such as contract renewals and extensions to completion within the required timeframe.
* A structured approach is taken with projects to ensure the stated goal(s) of the project is achieved.
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| Task | Providing Support to the Procurement Team |
| Measure | * Support is provided for colleagues to ensure internal and external customer needs are met and the Procurement Team functions effectively.
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| Task | ***Undertaking other Duties as reasonably requested by the Purchasing or Procurement Manager from time to time*** |
| Measure | * All required duties are performed in the best interests of Canterbury DHB, in a competent, professional and effective manner.
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| **FUNCTIONAL RELATIONSHIPS:** |
| **INTERNALLY:** |
| 1 | Other Supply department employees |
| 2 | Staff of wards/departments/units |
| 3 | Subsidiary organisations |
| 4 | Finance |
| 5 | Legal |

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| **EXTERNALLY:** |  |  |
| 1 | Suppliers/representatives |
| 2 | Various external organisations including other health organisations |

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| **QUALIFICATIONS & EXPERIENCE:** |
| **Essential*** Experience of contract and related documentation management
* Excellent communication skills and the ability to build relationships;
* Experience of working in a team environment;
* The ability to manage a significant workload, to work under pressure and to meet deadlines;
* Experience of managing supplier/customer relationships, commercial contracts and products;
* The ability to learn quickly;
* Computer literacy including experience in the use of the Microsoft suite of products (Excel and Word);
* A relevant tertiary qualification, or previous relevant procurement experience;
* Accuracy and attention to detail.

**Desirable*** Experience in the Oracle financial computer system;
* Experience in the health or medical sector.
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| **HEALTH & SAFETY:** |
| Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:* Practice safe work habits and ensure the health and safety of yourself and others
* Make unsafe work situations safe or, inform a supervisor or manager
* Be knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
* Use Personal Protective Equipment correctly and when required
* Report hazards, incidents, accidents, and near misses promptly and accurately
* Seek advice from manager if unsure of work practices
* Complete mandatory training as required
* Be knowledgeable of emergency procedures and evacuation plans
* Assist in maintenance of equipment as required, and report faulty equipment promptly
* Actively practice clinical standard precautions
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| **QUALITY:** |
| Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures. |

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff Members may be requested to perform job related tasks other than those specified.