

# POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

**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.**

<b>Position Title:</b>	Procurement Specialist	
<b>Reports To:</b>	Procurement Manager	
<b>Key Relationships/ Customers</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>• DHB end user departments</li> <li>• Subsidiary organisations</li> <li>• Finance Department</li> <li>• Legal Department</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>• Suppliers for medical devices and/or services</li> <li>• Other DHBs Procurement and end-users</li> <li>• healthAlliance</li> <li>• Pharmac</li> <li>• New Zealand Health Partnerships</li> <li>• South Island Alliance</li> <li>• Suppliers</li> <li>• Local and national influential procurement bodies – Council and industry</li> </ul>
<b>Organisational Vision:</b>	The Canterbury District Health Board's vision is to promote, enhance and facilitate the health and well being of the people of the Canterbury District.	
<b>Organisational Values</b>	<ul style="list-style-type: none"> <li>• Care &amp; respect for others</li> <li>• Integrity in all we do</li> <li>• Responsibility for outcomes</li> </ul>	
<b>Role Purpose</b>	To provide efficient procurement of goods and services in order to meet end user requirements through collaborative engagement and relationship management and supporting the ongoing development and effectiveness of the Procurement function for the CDHB, South Island DHBs and the wider New Zealand health sector.	

## **KEY ACCOUNTABILITIES:**

<b>Procurement Project Management and implementation</b>
<ul style="list-style-type: none"><li>• Initiate, plan and facilitate procurement projects in conjunction with the Medical Device Manager;</li><li>• Identify and build project teams as needed to assist with the delivery of outputs and ensure team members have clear definitions of roles responsibilities and accountabilities;</li><li>• Manage the internal and external influences of procurement projects including constraints, dependencies, assumptions, risks and issues;</li><li>• Manage key elements and responsibilities of procurement projects including requirements, scope, activity plans, integration, timeframes, financials, quality, communication, resources, and change management;</li><li>• Undertake complex analytical work as required;</li><li>• Provide regular and accurate reporting for procurement project status;</li><li>• Ensure key sign off points are completed and that sign off documents are produced, maintained and available;</li><li>• Identify, manage and escalate issues to the Medical Device Manager and Project group/committee as appropriate;</li><li>• Ensure effective resolution of and minimise any impact to the procurement project in a timely manner;</li></ul>
<b>Procurement data analysis</b>
<ul style="list-style-type: none"><li>• Data is collated to assess the costs and benefits of all contracts under negotiation so conclusions / recommendations can be drawn.</li><li>• Data is analysed so areas of spend are strategically identified as opportunities for financial and non-financial benefits.</li><li>• Manage contracts to ensure effective data analysis and market insights support supplier dialogue and negotiations.</li><li>• Data and analysis utilisation to build reports to be presented to stakeholders as well as being tools used for supporting change management, providing visibility to allow accountability on spend as well as providing a base for justification and motivation for processes and decisions.</li></ul>
<b>Provision of Professional Procurement Service to Internal and External Customers</b>
<ul style="list-style-type: none"><li>• Advise on projects and pieces of work, best procurement practice.</li><li>• Plan end-to-end procurement processes in line with the CDHB's policies and procedures as well as the Government Rules of Sourcing as appropriate</li><li>• Engage collaboratively with key internal and external stakeholders to build professional and effective working relationships.</li><li>• Ownership of procurement project files and relevant documentation, ensuring they are kept up to date and managed.</li></ul>

<b>Effective Supplier Negotiation and Liaison</b>
<ul style="list-style-type: none"> <li>• Total cost of ownership (whole of life costs) is considered;</li> <li>• Savings and efficiencies are achieved and cost increases minimised through effective supplier relationships.</li> <li>• Favourable and strategic terms are negotiated and contracted providing effective and measurable Service Levels.</li> <li>• Positive relationships are established and maintained with suppliers so that they perceive long-term strategic benefits in doing business with CDHB.</li> <li>• Suppliers and markets are aware of CDHB's vision and mission giving visibility and understanding to work in partnership in achieving short, medium and long term outcomes and goals.</li> </ul>
<b>Providing Support to Stakeholders and other Supply Team members</b>
<ul style="list-style-type: none"> <li>• Support is provided for colleagues to ensure the Medical Device Team and wide procurement function delivers efficiently and effectively.</li> <li>• Support is provided for stakeholders and end users to ensure business requirements and needs are identified, met and supported.</li> </ul>

**PERSON SPECIFICATION:**

<b>Behavioural Capabilities</b>
<p><b>Display self knowledge:</b> Actively seeks feedback and opportunities to improve as well as sharing knowledge with peers</p> <p><b>Stimulate innovation and create immediate wins:</b> Model and cultivate innovation and creative practices</p> <p><b>Foster a positive culture:</b> Embrace difference and diversity</p>
<b>Skills and Attributes</b>
<ul style="list-style-type: none"> <li>• Attention to detail and accuracy</li> <li>• Helpful and friendly manner</li> <li>• Reliable and trustworthy</li> <li>• Excellent communication skills and the ability to build relationships;</li> <li>• The ability to manage a significant workload, to work under pressure and to meet deadlines;</li> </ul>
<b>Qualifications &amp; Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience in coordinating and managing end-to-end procurement;</li> <li>• Experience of working in a team environment;</li> <li>• Experience of managing supplier/customer relationships, commercial contracts and products;</li> <li>• Computer literacy including experience in the use of the Microsoft suite of products (Excel and Word);</li> </ul> <p><b>Desirable but not essential</b></p> <ul style="list-style-type: none"> <li>• Experience in the Oracle financial computer system;</li> <li>• Working knowledge and application of the Government Rules of Sourcing;</li> <li>• Previous experience within a hospital environment or healthcare setting</li> <li>• A relevant tertiary qualification, or previous relevant government procurement experience</li> </ul>

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.