

WORKING TOGETHER FOR BETTER ORAL HEALTH



PROCUREMENT OFFICER

Title: Procurement Officer	Reporting To: Director, Procurement and Supply
Business Unit: CFO Portfolio	Classification Level: HS3
Enterprise Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025	Reviewed: February 2025

Position Purpose:

The Procurement Officer assists with ensuring Dental Health Services Victoria's (DHSV) procurement practices and procedures are in accordance with DHSV's Procurement Framework, and the Framework complies with the mandated HealthShare Victoria procurement policies and the various Victorian Government mandated legislative procurement requirements.

The Procurement Officer assists the Director of Procurement and Supply through supporting procurement projects across DHSV portfolios, maintains and provides business support relating to the DHSV Contract Management Register, and provides procurement advice, guidance and support to DHSV staff in accordance with DHSV's Procurement Framework.



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Procurement at DHSV includes, but is not limited to, consumable supplies including dental, office, pharmaceuticals, capital equipment, information technology supplies and services, engineering, works and construction, facilities management and support services.

Role Accountabilities:

Role Specific

- Analysis and classification of DHSV's procurement spend profile.
- Maintenance of DHSV's Future Procurement Activity Plan.
- Build on existing knowledge of the procurement function to support the business with their procurement projects.
- Maintain the DHSV Contract Register and be the first point of contact for DHSV managers, initiating contract renewal or commencement of a procurement project and monitoring contractual deliverables such as KPI's, milestone payments, scheduled price increases, etc.
- Provide advice, guidance and support to address procurement compliance issues and to build capability across DHSV upholding compliance with DHSV's Procurement Framework including Probitry principles.
- Assist the Director of Procurement and Supply with compliance against the suite of procurement policies and legislative requirements, including, but not limited to, HealthShare Victoria procurement principles, Department of Treasury and Finance Public Construction Policy & Standard Motor Vehicle Policy, Department of Jobs, Precincts and Regions (DJPR) Local Jobs First Act 2003, Victorian Government Social Procurement Framework & Uniforms and Personal

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Protective Equipment Framework, the Commonwealth Modern Slavery Act 2018 and the Victorian Government Purchasing Board collective agreements.

- Other duties as directed within scope of the role.

Generic:

- Demonstrate and promote a proactive commitment to health & safety, wellbeing and the environment by actively participating in the ongoing identification of risks.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Participate in myDevelopment ensuring goals are signed off and reviewed
- Model behaviours that demonstrate the Victorian Public Health Sector and DHSV values in all aspects of work.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety
- Adhere to the DHSV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.



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Role requirements:

Knowledge:

Mandatory

- Tertiary qualifications in procurement or a related field.
- Working knowledge of the various Victorian Government/HealthShare Victoria procurement policies and mandated legislative requirements.
- Strong knowledge of procurement principles, processes and systems.
- Strong proficiency in MS Office suite of programs with a high level of accuracy.

Experience:

Mandatory

- Strong experience in managing a procurement project from start to finish.
- Experience in guiding within the context of DHSV's Procurement Framework.
- Experience in an administrative role with strong attention to detail.
- Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholder levels.
- Experience in managing multiple priorities in a fast-paced environment.
- Experience in providing superior customer service and managing critical business relationships.



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Desirable

- Understanding supply chain management processes and systems.
- Knowledge of DHSV and public oral health.
- Understanding of oral health terminology.

- Proven experience in prioritising workload, achieving targets and meeting service level agreements.
- Experience in working effectively within a busy team environment, and working with minimum supervision.
- Project/program management experience

Desirable

- Experience in a public health sector environment.
- Experience with ERP and/or contract management systems.



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Behavioural competencies:

- Navigating Policies.
- Customer and Outcome Focus.
- Building Healthcare Talent.
- Emotional Intelligence.
- Cultivating Clinical and Business Partnerships.
- Building Trust.
- Decision Making.
- Planning and Organising.
- Collaboration.
- Continuous Improvement.

Personal Attributes:

- Provides advice, guidance and support with humility.
- Flexible and change agile.
- Courage.
- Passion for results.
- Empathetic and inclusive.
- Collaborative team player.
- Highly organized and a self-starter.
- Authentic and emotionally intelligent.