

Role description

Procurement Delivery Specialist

Status	Fixed term temporary full time until 30 June 2026	Job ad reference	HSQ575988
Branch and Division	Procurement & Supply Chain Optimisation Corporate Services Division	Contact details	Luke McGrath Procurement Delivery Manager Ph: (07) 2100 9946
Classification	AO7	Salary range	\$5,062.30 to \$5,432.80 per fortnight + superannuation
Location	Bowen Hills	Closing date	Wednesday 17 th July 2024

Your opportunity

The Department of Health has a diverse set of responsibilities, and a common purpose of providing highly effective health system leadership. The Department is responsible for the overall strategic leadership and direction of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

About the Procurement & Supply Chain Optimisation Portfolio

The Procurement & Supply Chain Optimisation (P&SCO) Portfolio builds on the foundational work undertaken in response to the COVID-19 pandemic to drive operational enhancements and increase value across the Queensland health system.

The P&SCO Portfolio has already delivered an expanded network of warehouses and distribution centres across the state, as well as a range of further enhancements to Queensland Health's procurement and supply chain operations, including efficiencies and improvements through implementing contemporary enabling technologies and enhanced data analytics capability.

Working with stakeholders across Queensland Health, the P&SCO Portfolio is a time-limited, temporary work program, consisting of four workstreams, designed to improve procurement and supply chain operations and drive sustainable benefits through transformational change.

Our values

Our values are those of the Queensland public service:



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

These five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.

About the role

Purpose

The Furniture, Fixtures and Equipment (FFE) System Procurement Project is responsible for the specification, contracting and purchasing of an estimated \$1 billion in FFE required for the more than \$14 billion capital investment the Queensland Government is making into health infrastructure.

The Procurement Delivery Specialist will manage the planning, development, negotiation and delivery of specialist procurement activities for clinical and non-clinical equipment across capital projects in a client focused and transparent manner.

Your key responsibilities

- The Procurement Delivery Specialist will work in collaboration with the capital project delivery teams and other stakeholders, including the Hospital and Health Services, across all phases of the project lifecycle to develop and maintain a comprehensive FFE procurement schedule.
- Provide strategic support, reporting and advice on procurement processes as required, including the development of procurement documentation and scopes.
- Provide a point of accountability and contact for capital project delivery teams and other stakeholders, for all aspects of FFE procurement, management and reporting.
- Consult with stakeholders to obtain relevant technical and installation specifications and requirements for equipment and ensure timely delivery of FFE items in accordance with program schedules.
- Ensure communication and consultation with key department personnel to ensure all procurement processes are complaint and inclusive, maintaining positive relationships and ensuring successful procurement outcomes are achieved including value for money and fit for purpose.
- Provide assistance and advice to the capital project delivery team and liaise with suppliers in relation to the co-ordination of equipment installation, commissioning, and staff operator and maintenance training.
- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.

Reporting / work relationships

The position reports to the Procurement Delivery Manager and does not have any direct reports.

Mandatory qualifications, registrations and other requirements

- While not mandatory, a relevant qualification would be well regarded.
- Ability to travel to and work at Queensland Health facilities across the state.

Role fit

In this role you will be valued for your experience in your specialist area and the ability to work effectively as part of a cohesive and high-performing team.

The essential requirements for this role are:

- Demonstrated project experience, including coordinating with internal and external project teams, exercising sound judgement and the ability to work effectively as a member of a team to ensure project outcomes.
- Demonstrated well-developed problem solving and organisational ability, with demonstrated capacity to work autonomously in the achievement of project deliverables and proven ability to adopt innovative solutions to business problems.
- Proven highly developed written and oral communication, negotiation and interpersonal skills to enable effective interaction with project stakeholders at all levels, including the ability to build relationships, influence internal and external stakeholders and manage staff and consultants to achieve cooperation.
- Demonstrated experience in managing complex stakeholder and supplier issues, including the ability to resolve supplier related delivery risks.

Behavioural Competencies Required

The department is committed to leadership at all levels of our organisation, in this role you will be required to display the following leadership behaviours:

- Holds self and others accountable for the delivery of outcomes, tasks and closure of projects on time, on budget and to customer satisfaction.
- Supports others to embrace and operate within legislative and policy frameworks that guide everyday practice.
- Works with the team to develop shared objectives and clear indicators for success whilst driving on-going professional and personal development
- Provides individualised support and consults with others to support them through change process.
- Demonstrates flexibility and openness to the diversity in the team, supporting approaches that enable all individuals to participate to their fullest ability.

How to apply

Please provide the following information to the panel to assess your suitability:

- A short-written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years. It is preferable to include your current, immediate or past supervisor.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.

- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.

Additional information

Discover more about working at the Department [here](#). Of note:

- The information you provide as an applicant is used in adherence with the *Information Privacy Act 2009*.
- All roles within the Department are subject to employment screening.
- This is a position within the Department of Health and the Public Hospitals Fringe Benefits Tax exemption cap does not apply.
- The nominated applicant will be required to disclose any serious disciplinary action taken against them in the Queensland public sector.
- To be appointed permanently, you must be an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.
- The Department aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is the responsibility of all.
- Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#). We encourage everyone to apply for our advertised roles, irrespective of gender, ethnicity, age, language, sexual orientation, and disability or family responsibilities. We recognise the value of diverse backgrounds, experiences and perspectives.
- The Department values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the Department must show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying. The Department of Health is an equal opportunity employer. To demonstrate support for a safe, secure and supportive workplace, the Department is a White Ribbon Australia accredited workplace. For more information visit [here](#).
- The Department acknowledges the challenge for its staff in balancing work, family and community life successfully. To help them achieve this, we encourage conversations between managers and staff about implementing [flexible working arrangements](#) to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements, there is an opportunity to match the individual's requirements with those of the workplace to achieve agreed work goals and objectives.