

Position Description

Position	Procurement Business Partner
Directorate	Corporate Services
Reports to	Director Procurement and Contracts
Direct Reports	Nil
Employment Status	12-month contract, full-time

About South Eastern Melbourne PHN

At South Eastern Melbourne Primary Health Network (SEMPHN), we foster and support a more equitable, person-centred, and seamless health system to positively impact the health outcomes for our communities.

Reporting to an independent Board, our vision is for the people of southeast Melbourne to have the opportunity to live their healthiest lives possible. We support this by providing:

- Evidence, planning and influencing services to meet population health needs.
- Capacity building services to grow primary health and its workforce in our region.
- Commissioning services to translate national and state policy into local services and the regional health system.

We are one of six Primary Health Networks (PHNs) in Victoria, and thirty-one PHNs across Australia, with around 1.6 million residents in the SEMPHN catchment. Funded primarily by the Australian Government, the Commonwealth priority areas for improvement and innovation for primary health are:

- Mental health
- Alcohol and Other Drugs (AOD)
- Aboriginal and Torres Strait Islander Health
- Aged care
- Population health
- Health workforce development
- Digital health

Our local focus is to positively impact population health and service demand, consumer-focused healthcare, primary health services, innovation and system reform and organisational excellence and sustainability.

Our strategy, 'Path to Impact', clearly articulates SEMPHN's role within the wider healthcare system and community to maximise our value to southeast Melbourne communities, health service consumers and providers, funders and policy makers.

Our Values



SEMPHNs values are at the heart of our work and shape what we do and how we do it. All SEMPHN team members are required to understand these organisational values, incorporate them into their daily work and demonstrate behaviours that reflect these values.

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About the Corporate Services Directorate

Corporate Services ensure that robust corporate infrastructure, systems and processes are implemented and sustained for SEMPHN to achieve its strategic objectives. Corporate Services has responsibility for finance, quality, facilities management and procurement of goods, commissioned services, and operational non-commissioned services. Through Change Enablement Services the Corporate Services Directorate will improve accountability, transparency, quality and improvement, organisational governance and decision making to align our people, processes and technologies to the organisation's refreshed strategy and operating model.

Purpose of Position

The Procurement and Contracts Team are a centralised function, and part of the Corporate Services Directorate. The team are responsible for SEMPHN's end-to-end procurement processes and contract governance activities, ensuring these activities are undertaken in accordance with SEMPHN's applicable frameworks, policies and procedures and meet the highest level of probity standards.

The Procurement Business Partner is a new role, reporting to the Director Procurement and Contracts and provides expert procurement advice and support to key stakeholders, and is responsible for undertaking delegated end-to-end procurement planning, development and sourcing activities in collaboration with organisational teams, to meet business needs.

The Procurement Business Partner will foster strong relationships with stakeholders, collaborating with teams across the organisation to provide support, guidance and coaching on procurement and probity matters, to improve organisational capability and drive continuous improvement.

Key Responsibilities

- Provide expert procurement advice, including market engagement strategies, value-for-money assessments, and procurement and contract risks, ensuring compliance with organisational policies and procedures, and the highest probity standards are met.
- Support SEMPHN leaders and staff to develop and prepare procurement related materials to enhance commercial application e.g. procurement plans, tender Specifications, tender Evaluation Plans, application and budget templates, executive briefs, and probity reports.
- As required, establish and lead evaluation panels, including undertaking the role of panel Chair or Chair Support, and provide ongoing probity oversight and guidance throughout the procurement process.
- Prepare feedback documentation and conduct debrief sessions with unsuccessful applicants of procurement processes.
- Enhance and maintain the procurement planning and tracking system, partnering with key business stakeholders on planning and meeting procurement timelines.

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- Enhance and maintain procurement reporting to the business, including reporting on learnings, improvements and outcomes of each procurement process.
- Provide assistance and support in continuous improvement initiatives related to the procurement and contracting processes, procedures, systems, reporting, and associated templates.

Team Membership

- Promote, and maintain a positive and collaborative work environment.
- Advise team members and assist work practices consistent with organisational policies and procedures and continuous improvement initiatives.
- Identify opportunities to integrate and work collaboratively across teams.
- Maintain strong, positive and effective partnering relationships with internal and external stakeholders.

Quality & Risk Management

- Provide expert quality and risk management advice on procurement related activities, including the identification and supporting in mitigation of risks.
- Conduct regular quality audits to ensure procurement activities are meeting best practice standards and activities are aligned to policies, procedures and the highest probity standards.
- Actively participate in and contribute to a continuous culture of workplace quality improvement activities.
- Comply with all relevant legislation, regulations, and professional standards.

Workplace Health and Safety

- Take reasonable care for own health and safety.
- Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses.
- Comply with all reasonable instruction of their manager/ supervisor to safeguard their health and safety.

Fiscal Responsibility

- Nil.

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Key Relationships & Stakeholders	
Who	Purpose
Internal	
Executive Leadership Team (ELT) / Director Leadership Group (DLG)	<p>Provide expert advice and support to address complex procurement needs and issues.</p> <p>Partner in developing and executing procurement and negotiation strategies.</p>
Director Procurement and Contracts	<p>Provide expert advice to contribute to decision making and strategic directions in procurement.</p>
Commissioning Teams, Service Planning Teams, and others as required	<p>Work collaboratively and partner with key stakeholders towards business objectives.</p> <p>Provide expert advice on procurement related issues and strategies.</p> <p>Optimise engagement to achieve defined outcomes.</p> <p>Manage expectations and resolve issues/risks.</p>
Procurement and Contracts Team	<p>Work closely on procurement activities and probity matters, providing advice and support on best practice, and collaborate on continuous improvement activities to achieve business outcomes.</p>
External	
Providers / Procurement Respondents	<p>As required, engagement on procurement processes, compliance, evaluations, and feedback loop.</p> <p>Manage expectations and resolve issues.</p>
Other PHN's	<p>As required, liaison assistance with other PHN's regarding joint procurement efforts and best practice.</p>

Qualifications

Mandatory

- Relevant tertiary qualification in business, procurement or related field, and/or relevant experience in undertaking the end-to-end procurement process, partnering with business stakeholders (ideally in services procurement, in the Health, NFP, and/or Public Sector).

Desirable

- Chartered Institute of Procurement and Supply (CIPS) qualification or related certification (or working toward) highly regarded.

Skills, knowledge and Experience

- Demonstrated experience leading tender evaluation panels, including experience as the panel Chair.
- Demonstrated experience preparing and conducting feedback sessions to unsuccessful tender applicants.
- Experience in medium-high value, high risk, complex end-to-end procurement and providing best practice advice and probity guidance.
- Procurement experience in complex, compliance driven environments.
- A customer-focused approach with demonstrated experience partnering with cross-functional business stakeholders, collaborating and influencing on procurement activities to achieve desired outcomes.
- Strong communication, project management, financial literacy, and report writing skills.
- Strong time management skills with the ability to prioritise in a fast-paced environment.
- Proficiency in procurement systems and tools, and contract management and document management online systems.
- Outstanding oral and written communication and negotiation skills, with experience in procurement issues management.
- Adaptable, process-driven, results oriented and continuous improvement business professional.

Other

- A demonstrable commitment to SEMPHN organisational values.
- All employees of SEMPHN may be required to work across the SEMPHN catchment.
- All SEMPHN staff must take reasonable care for their own health and safety and others.
- All employees of SEMPHN must be permanent residents of Australia or hold a valid employment visa.
- A current Victorian Driver's License is required.
- All employees must abide by SEMPHN policies and procedures as varied from time to time.

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