

POSITION DESCRIPTION

CONTRACTS & HSV COMPLIANCE SUPPORT OFFICER

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Contracts & HSV Compliance Support Officer will be responsible for maintaining the Contract Register and ensuring HSV compliance for consumables and services under Government Contract. This position is an autonomous and requires some interaction with the Supply team. The role is aligned within the Procurement stream and overseen by the Supply/Procurement Manager.

Position Details	
Position Title:	Contracts & HSV Compliance Support Officer
Department	Supply/Procurement
Reports to:	Supply/Procurement Manager
Positions Reporting to this role:	NIL
FTE:	0.64
Budget:	Supply
Enterprise Agreement:	Managers and Administrative Workers
Position Classification:	HS3
Position Description last reviewed:	May 2025

Key Accountabilities
Ensure HSV compliance in relation to ERH stock and vendor catalogues & ERH, KDHS & CDH non-stock items
Source alternate stock items utilising the HSV collective agreements <ul style="list-style-type: none">Contract Register (Maintain the Contract Register in its entirety)Register and upload new contracts and archive expired contractsFollow up of renewal of contract/SLA before expiry with contract delegateFollow up expiry of insurances and police checks
Updating of any stock and non-stock items in Oracle in relation to UOI, change of supplier, price and product code <ul style="list-style-type: none">KronosComplete projected rosters for Supply/Procurement team in consultation with ManagerSchedule staff shifts into KronosMake adjustments in Kronos as directed by Manager
Maintain excellent supplier relationships to ensure best possible outcome is achieved
Typing of correspondence and document management
Provide relief assistance to Supply department team members when required
Work as part of the supply team and participate in monthly staff meetings
Other duties as may be reasonably requested by the Supply/Procurement Manager that is within the skills consistent within the classification

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Organisational Responsibilities

- Positively promote ERH within and externally to the organisation
- Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
- Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
- Comply with relevant registration bodies mandatory continuing professional development requirements
- Carry out all work and interactions in alignment with the CARE values
- Report all incidents and near misses as soon as possible after the event
- Participate in risk management activities and assist with identification and control of risks within their department or area of work
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration



Works with a team focus
Cooperates with others and gains input and support to assist in achieving objectives
We work with others to achieve shared goals

Accountability



Monitors the impact of one's own behaviour on others
Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

Respect



Treats people fairly and openly
Treats people with dignity
Demonstrates personal standards of consistency, tolerance and patience

Excellence



Consistently supports and follows organisational policies and procedures
Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
Supply/Procurement Manager	Suppliers
Supply staff	Couriers
All ERH staff	Maintain partnerships with all sectors of the community
Nurse Unit Managers & Department Heads	HealthShare Victoria (HSV)

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Selection Criteria

Essential:

Behavioral qualities that reflect ERH guiding principals

Excellent interpersonal and written communication skills

Analytical and problem-solving skills

Demonstrated ability to work autonomously and effectively within a team environment

A high standard of secretarial practices and technological expertise including data entry and the key components of Microsoft Word, Excel, PowerPoint, Outlook and Internet Explorer

Proven high level of organisational and time management skills in performing multiple tasks and setting priorities

Ability to manage multiple projects and tasks at one time, work independently in a coordinated and proactive manner

Strong commitment to confidentiality

Satisfactory evidence of National police check and Vaccination status in line with policy and procedure at this time

Desirable:

Sound knowledge of medical products

Knowledge and experience in maintaining creditor system

Knowledge and experience in warehousing, supply and logistics

Knowledge of manual handling procedures

Knowledge of Oracle Procurement

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File