

POSITION DESCRIPTION

CONTRACTS & COMPLIANCE SUPPORT OFFICER

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Contracts & 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 aligned within the Procurement stream.

The position is overseen by the Supply/Procurement Manager and requires some interaction with the Supply staff.

Ability to work independently is essential for this role.

Position Details	
Position Title:	Contracts & Compliance Support Officer
Department	Supply/Procurement
Reports to:	Supply/Procurement Manager
Positions Reporting to this role:	NIL
FTE:	0.64
Budget:	R2602
Enterprise Agreement:	Health and Allied Services, Employees and Dental Assistants
Position Classification:	HS3
Position Description last reviewed:	September 2025

Key Accountabilities
Demonstrated leadership skills aligned with ERH Leadership Capability Framework;
Well-developed interpersonal and communication skills;
Sound analytical and problem-solving skills;
Proven high level of organisational and time management skills in performing multiple tasks and setting priorities;
Courteous and effective customer service is applied to enquiries, either in person or over the phone;
Comply with ERH purchasing policies and procedures.

Position Specific Responsibilities
Ensure HealthShare Victoria (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
Contract Register (Maintain the Contract Register in its entirety) <ul style="list-style-type: none">– Register and upload new contracts and archive expired contracts– Follow up of renewal of contract/SLA before expiry with contract delegate– Follow 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
Kronos <ul style="list-style-type: none">– Coordinate with the Warehouse Team Leader to discuss upcoming staffing schedules

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<ul style="list-style-type: none"> - Schedule staff shifts into Kronos - Make 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

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

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	community
Nurse Unit Managers & Department Heads	HealthShare Victoria (HSV)

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 IProcurement

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
✓ PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
 Collaboration	Inspires direction & purpose		✓		
	Turns challenges into opportunities		✓		
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
 Accountability	Acts with integrity		✓		
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self		✓		
	Promotes innovation	✓			
Respect	Accessible communicator		✓		

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 Respect	Values difference		✓		
	Consistently articulates direction		✓		
	Empowers others		✓		
	Respectfully influences		✓		
 Excellence	Delivers results		✓		
	Plans and prioritises		✓		
	Thinks and solves problems		✓		
	Consumer focus		✓		
	Innovation change leader	✓			

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