



Position Description

SUPPLY / LOGISTICS MANAGER

(Full-time)

The content of this position description is based on the current anticipated needs of the new Albury Wodonga Health (AWH) entity. However, changes to this position description may be required in the near future to accommodate the evolving requirements of the new entity. Prospective employees must be accepting of this requirement.

Designation: Supply / Logistics Manager

Level: Grade 6

Program/Unit: Corporate Support

Purpose of Position:

The Supply/Logistics Manager will lead the development and operation of common supply and logistics arrangements for Australia's first cross border public health service, Albury Wodonga Health (AWH).

The Supply/Logistics Manager will be responsible to design, develop and implement contemporary supply and logistic systems to AWH from two current disparate cross border arrangements. This will involve the planning and management of significant change.

Supervisory Responsibilities:

Storeperson - Advanced
Storeperson

Primary Responsibilities:

1. Lead the establishment of new supply and logistics service arrangements, including associated planning and performance management systems:
 - Establish an integrated supply and logistics management team, including the assignment, development and recruitment of staff as required.
 - Develop and re-engineer supply and logistics business processes and management structures to ensure services are effective, efficient and responsive and integrated in the day to day operations of AWH.
 - Provide advice to the AWH executive on strategies for required change.
2. Manage the core functions of supply and logistics, including associated business planning, contracting, inventory management and information systems.
3. Develop and manage contractual and service relationships to optimize service delivery and value for money.

4. Oversee the integration and development of AWH policies.
5. Develop effective performance and planning mechanisms to support clinical and other staff in delivering identified health service delivery needs.
6. Assist the AWH Executive team to identify, prioritise, develop and implement service integration initiatives across AWH.
7. Adhere at all times to AWH Occupational Health and Safety (OH&S) Policies and Procedures and comply with “Employee” responsibilities as identified in the Victorian OH&S Act 2004 (As Amended).
8. To participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.
9. All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:
 - Fire and Evacuation
 - Manual Handling
 - Minimal / No Lift (As appropriate)
 - CPR (As appropriate)
 - Infection Control
10. To demonstrate commitment to principles and practices of infection control as they relate to the employees designated area of work.

Organisational Environment/Reporting Relationships:

The position reports to the Director of Infrastructure and is responsible for the effective management of the supply and logistics of the organisation on a day-to-day basis.

Reporting relationships would include but not limited to key internal and external parties:

Internal

- Executive Director of Corporate Support
- Chief Financial Officer
- Executive Management Team
- Unit Managers
- Staff
- AWH Committees

External

- Victorian Department of Health
- Representatives of State (Victorian and NSW) and Commonwealth Governments
- Community Agencies and Representatives
- Commercial suppliers and parties

Challenges:

The Supply and Logistics Manager of AWH will confront a range of unique short term problems and longer term challenges including:

- The establishment of performance monitoring and reporting arrangements that meet the requirements of a range of key stakeholders including two State Governments, the AWH Board and community interest groups.
- Maintaining effective relationships, systems and processes with other health related service providers to ensure continuity of care for patients moving between service providers or with multiple service providers.
- The implementation of a new electronic supply system (Oracle).

Decision Making and Accountability Limits:

The health service will enter into a single Health Services Agreement with the Department of Health for the provision of health services to both Albury and Wodonga residents. There is a range of fiscal, accounting, governance and other accountability conditions attached to the delivery of supply and logistic services.

The Supply and Logistics Manager has substantial day-to-day autonomy in directing and managing the health service's resources within the overall budget allocation.

Performance Appraisal/Review:

Performance review will be conducted within the six months qualifying period and at least annually thereafter.

SELECTION CRITERIA

Key Selection Criteria

To perform the role the Supply and Logistics Manager must possess:

- KSC 1. Demonstrated leadership skills.
- KSC 2. Demonstrated achievement in developing and establishing supply and logistics systems in a large and complex organisation undergoing significant change.
- KSC 3. Demonstrated management experience in the core functions of supply, logistics and administration systems and processes, including inventory management, government contracting, procurement, project management and corporate services across a large and complex organisation.
- KSC 4. Demonstrated interpersonal skills to ensure relationships are built and maintained with a diverse stakeholder group.
- KSC 5. Demonstrated ability to implement and manage change.
- KSC 6. Demonstrated ability to develop, adapt and implement supply and logistics systems across a large and complex health organisation undergoing significant change.

NOTES:

A current National Police Check should be provided at time of appointment.

AWH is the principal regional health care provider in the event of a disaster and emergency. The occupant of this position understands and acknowledges that he/she may be required to work as assigned if required to meet the Health Service's responsibilities in the event of a disaster or emergency situation.

While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.