




## Senior Compliance and Procurement Officer

Department:	Business Services
Location:	Cairns, Townsville, or Mackay
Position type:	Full-time
Classification:	Level 7
Reports to:	Compliance and Procurement Manager
Direct reports:	Nil

### Our values

	Values statements	Core commitments
 Collaboration	We connect co-operatively across boundaries to share ideas and achieve our goals together.  <b>'We work together'</b>	I will work co-operatively across teams to achieve outcomes.  I will connect with others to build trusting relationships.  I will share ideas, knowledge, and resources.
 Leadership	We are empowered, inspired, and will step up to create a better future.  <b>'We are all leaders'</b>	I will role-model positive behaviours.  I will create opportunities to have a positive impact.  I will take responsibility for contributing to NQPHN's culture and success.
 Integrity	We hold ourselves to the highest standards of ethics and professionalism.  <b>'We do the right thing'</b>	I will be consistently ethical and trustworthy.  I will display high levels of professionalism at all times.  I will represent NQPHN with pride.
 Accountability	We own our actions, follow through on our promises, and live our values.  <b>'We do what we say'</b>	I will follow through on my commitments.  I will take ownership of my work and performance.  I will be transparent and forthcoming with information.
 Respect	We hear, acknowledge, and value all people and voices, finding unity in our diversity.  <b>'We are considerate'</b>	I will actively seek out and value different perspectives.  I will treat all people with appreciation, dignity, and courtesy.  I will be culturally informed and sensitive.



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.





## Role summary

The Senior Compliance and Procurement Officer will support the development and management of Northern Queensland Primary Health Network (NQPHN) compliance, procurement, contract management systems, and processes. The Senior Compliance and Procurement Officer will work closely with all operational staff to provide advice on the development and management of contracts and tenders with providers.

The Senior Compliance and Procurement Officer will support the development, implementation, and governance of contract compliance processes.

## Key responsibilities

### Role-specific

- Support the design, development, implementation, and change management of end-to-end procurement and contract management processes and systems for NQPHN.
- Contribute to the continuous improvement of the frameworks, systems, policies, and procedures to ensure they continue to meet the needs of the organisation. This includes working collaboratively with commissioning, finance, information and communication technology (ICT), risk, and other relevant functions of the organisation.
- Provide expert advice on contractual compliance, conflicts of interest, and legal and probity related matters.
- Manage and oversee tenders and procurement processes, ensuring there is transparency and accuracy in discussion and decision making.
- Manage and administer selection/evaluation panels, ensuring that appropriate probity controls are in place, panel decisions are transparent and defensible, and conflicts of interests are appropriately managed.
- Support commissioning processes, ensuring that appropriate probity controls are in place, decisions are transparent and defensible, and conflicts of interests are appropriately managed.
- Support the design, development, and implementation of contractual compliance checks/audits to ensure compliance with legislations, funding schedules, master contract terms, contract schedules, contract milestones, and systems workflows.
- Assist program staff where needed in negotiating with funding bodies, sub-contractors, and other external stakeholders throughout the contract lifecycle – development, execution, implementation, and monitoring.
- Coordinate and implement master contract terms with funding bodies, sub-contractors, and other external stakeholders, maintaining the Master Contract Terms Register and the reporting process on a routine basis or as required.
- Lead negotiations of contract terms and conditions with service providers with the support of operational staff members.
- Accurately complete all compliance, contract, and procurement activities through to the finalisation and execution of contracts.

- Support the continued development of commissioning processes and procedures including the development and support of other team members.
- Document and report to the Compliance and Procurement Manager on risks associated with contracts and procurement.
- Provide training and upskilling to NQPHN staff in the areas of commissioning, contract management, compliance, and procurement.
- Ensure contract and procurement documentation is legally and ethically compliant.
- Ensure that commissioning, procurement, and contract processes are adhered to.
- Review draft contract documentation provided by internal and external stakeholders.
- Manage the input and integrity of NQPHN's contract management system.
- Assist with the review and development of systems, resources, policies, and procedures.
- Support the development, implementation, and monitoring of the Procurement Framework, Contractual Compliance Framework, contract management systems, and other policies and procedures as necessary.
- Assist with conducting compliance checks/audits.
- Assist with the maintenance of the compliance register, related party register, and conflict of interest and gifts register.

### Organisation-wide

- Committed to "One PHN" and working collaboratively and engaging purposefully across the organisation, including the offices, teams, and functions.
- Ensure "best practice" processes across all areas of responsibilities.
- Comply with the Organisation's policies and procedures.
- Ensure the safety of yourself and others in line with the organisation's Workplace Health and Safety policies and procedures and the Workplace Health and Safety Act 2011.
- Perform other duties reasonably required as directed.

### Key selection criteria

- Tertiary qualifications in Contract Management/Commercial Law or similar, and/or three years' experience within the fields of contracts and procurement, or a satisfactory combination of experience and qualifications to meet the requirements of the position.
- Demonstrated ability to develop and implement commissioning strategies and manage contract information systems.
- Demonstrated high level organisational skills, attention to detail, initiative, and experience in developing and implementing efficient and effective business systems required to handle high volumes of contracts with diverse requirements.
- Demonstrated experience and understanding of the importance of supporting transparent and equitable procurement and contract management processes and procedures.
- Demonstrated record of diligence and attention to detail in undertaking organisational electronic and hard-copy document management.

## Other requirements

- Current Drivers Licence.
- Provide a National Police Check less than three months old.
- Be able to meet the requirements of a Working with Children (Blue Card) Qld (if required).

## Capability Framework

NQPHN has a Capability Framework in place. This role has the following core competencies and expected levels.

Core competency	Standard
Teamwork and team leadership	<ul style="list-style-type: none"> <li>• Supports others in taking independent action.</li> <li>• Resolves issues that occur with minimal direction.</li> <li>• Invites and builds upon the ideas of others.</li> <li>• Assumes additional responsibilities to facilitate the achievement of team goals.</li> <li>• Actively shares knowledge among peers or offers advice to less experienced colleagues.</li> <li>• Effectively transfers acquired knowledge and expertise.</li> <li>• Demonstrates initiative in professional self-development.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Manages the allocation of resources in relation to business needs.</li> <li>• Manages the work plan, sets timelines and milestones, and involves stakeholders to deliver on time.</li> <li>• Provides advice on procedures and the use of resources.</li> </ul>
Flexibility and continuous improvement	<ul style="list-style-type: none"> <li>• Anticipates having to adapt work methods to changing technology and environments.</li> <li>• Considers problems from all new perspectives and can expand on the thinking or solutions proposed by others.</li> <li>• Adapts to new ideas and initiatives relevant to own area of work.</li> <li>• Understands and promotes the Organisation's business needs and policies for introducing change.</li> <li>• Is able to present the Organisation's priorities as they relate to own area of work.</li> <li>• Explains and convinces others of the need for adaptation and change of policies, structures, and methods.</li> </ul>
Stakeholder engagement and communications	<ul style="list-style-type: none"> <li>• Writes information coming from multiple sources in a logical and comprehensive, yet concise manner.</li> </ul>

Core competency	Standard
	<ul style="list-style-type: none"> <li>• Combines information from various sources in a concise and consistent manner.</li> <li>• Makes sound use of graphics and tables to effectively present numerical data.</li> <li>• Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, and respective interests and areas of expertise.</li> <li>• Identifies current or past contacts that can provide work-related information or assistance.</li> <li>• Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information).</li> </ul>
Quality management	<ul style="list-style-type: none"> <li>• Gains an understanding of quality management systems, so effective feedback on limitations can be provided.</li> <li>• Utilises quality management systems where provided by the PHN.</li> <li>• Provides feedback to line managers on utility of quality management systems.</li> </ul>
Strategic thinking and innovation	<ul style="list-style-type: none"> <li>• Provides a rationale for decisions, relating them to the overall goals.</li> <li>• Able to work on strategic activities within the team, either across the whole or within particular areas.</li> <li>• Actively contributes to strategic discussions.</li> <li>• Understands the Organisation's current and future role.</li> <li>• Looks for opportunities for business improvement.</li> </ul>
Governance and risk	<ul style="list-style-type: none"> <li>• Ensures governance arrangements are being met.</li> <li>• Constructs formal reporting structures that are appropriate for successful partnerships.</li> <li>• Refers to key healthcare benchmarks in making recommendations.</li> <li>• Has a working understanding of the legal governance of engagement with public and service users.</li> <li>• Identifies and manages risk.</li> <li>• Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety.</li> <li>• Contributes to a safe workplace.</li> </ul>
Project and program management	<ul style="list-style-type: none"> <li>• Ensures a clear project scope.</li> <li>• Develops effective project plans and cost schedules.</li> <li>• Calculates, relates, and responds to variances in schedule and costs.</li> </ul>

Core competency	Standard
	<ul style="list-style-type: none"> <li>• Ensures effective project reporting.</li> <li>• Effectively manages project change using appropriate change control techniques.</li> <li>• Able to identify major and minor tasks for projects using a broad range of complex and technical tools.</li> <li>• Manages relationships of internal and external resources and interfaces with other groups.</li> <li>• Can identify and mitigate variations, changes, and conflicts.</li> <li>• Solves complex problems in own area even when not always clearly defined.</li> <li>• Resolves problems that may impact upon wider team/overall objectives.</li> <li>• Able to apply a broad range of complex, technical or professional risk tools in a wide variety of projects.</li> </ul>
Commissioning	<ul style="list-style-type: none"> <li>• Applies commissioning guidelines and frameworks.</li> <li>• Develops written, well-structured Commissioning that clearly sets out business requirements.</li> <li>• Monitors Commissioning processes to ensure they are open, transparent, and effective.</li> <li>• Understands and participates in the Commissioning Process and ensure actions are in line with the Framework.</li> </ul>

*This position description contains a limited summary of the most frequently occurring tasks and responsibilities. In practice the employee can and will be entrusted with various other tasks and responsibilities that may also be of vital importance to the performance of his or her duties. The employee will properly execute these tasks and responsibilities and will not limit themselves to invoke the tasks and responsibilities exclusively summarised in this position description.*