

Senior Compliance and Procurement Officer

Cairns, Townsville, Mackay

About us

Northern Queensland Primary Health Network (NQPHN) is one of 31 regionalised and independent PHNs established nationally by the Commonwealth Department of Health and Aged Care to provide local communities with better access to improved primary healthcare services.

The NQPHN region extends from St Lawrence in the south coast, up to the Torres Strait in the north, and west to Croydon and Kowanyama.

NQPHN aims to improve health outcomes for all residents by supporting, investing in, and working collaboratively with local Hospital and Health Services, the primary healthcare sector, local government areas (LGAs), other health organisations, and the wider community.

Find out more about NQPHN at www.nqphn.com.au

The role

The Senior Compliance and Procurement Officer will support the development and management of 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.

- 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 the 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.




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.



- 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 with 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, conflict of interest, and gifts register.

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.

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- 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.

Benefits

- Ongoing training and development opportunities on offer.
- Annual leave loading of 17.5%.
- Opportunity for flexible work arrangements
- Employee Assistance Program (also available for immediate family members).
- Generous salary sacrifice benefits.

If you are looking for the opportunity to be part of a passionate and driven team and contribute to achieving our mission of 'Northern Queenslanders live happier, healthier, longer lives,' we'd love to hear from you.

NQPHN aims to be an employer of choice for Indigenous Australians, and we encourage First Nations peoples to apply for this role.

For further information on this position and to view the position description, please visit our website: bit.ly/nqphn-vacancies

Your application should include:

- cover letter including response to the key selection criteria (no more than two pages)
- salary expectation.

To submit an application for this position, please send your application to recruitment@nqphn.com.au

Applications close Thursday 3 August 2023 at 5pm.