



## Position Description

<b>Position title:</b>	Supply Chain Manager	<b>Date:</b>	April 2023
<b>Reports to:</b>	General Manager	<b>Department:</b>	Supply Chain
<b>Number of reports:</b>	Direct:3 Total (include indirect): 3	<b>Location:</b>	Wellington
<b>Delegated financial authority:</b>	Yes	<b>Budget ownership:</b>	Yes
<b>Level of influence:</b>	<b>Leading self</b> Leading others Leading leaders Leading the Organisation		

## Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
<b>To help people live their best lives by reimagining healthcare.</b>	<b>To advance the provision of quality healthcare in Aotearoa New Zealand.</b>

## Values and Behaviours

**Teamwork:** We will work together because we know that a strong team will always outperform strong individuals.

**Responsibility:** We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

**Respect:** We will act fairly in a culture of mutual trust and respect.

**Aspiration:** We will aspire to be the best we can be. We will recognise and celebrate success.

## Role Purpose

The purpose of this role is to manage the onsite Supply Chain functions and processes within the hospital. The role is accountable for the end-to-end activity including; the inbound process for product ordered, the storage, movement & management of inventory held onsite.

Performance measures will be in place to measure success and create a continuous improvement focus.

## Key Relationships

### Internal

- Hospital General Manager
- Hospital Management Team
- Other Hospital Supply Chain Managers / team Leaders
- National Office Procurement Team

### External

- Sector and Industry Associates

## Key Accountabilities

### Supply Chain & Inventory Management

- Accountable for the accurate completion of tasks relating to processes within the following areas;
  - Inwards Goods & Receiving
  - Onsite Storage
  - Master data management (relating to correct barcode/product relationships)
  - Inventory Management & Replenishment
- Manage the New Product Introduction process ensuring all master data is captured accurately
- Manage the End Of Life process (when an item is superseded) to minimise write off
- Manage the movement of products on to, around and out of (returns) the hospital
- Ensure items are stored safely and appropriately allowing them to be easily located
- Ensure updates made to master data are timely & accurate
- Attend the tactical planning session to forecast upcoming inventory requirements
- Provide demand planning data required by NSO to deliver S&OP requirements
- Manage all processes for barcode scanning including: quick scan sheets, billing packs, compliance to scanning in clinical areas and training
- Monitor system parameters controlling inventory levels, complete analysis and make recommendations for adjustments as required

- Manage inventory levels to ensure items required for procedures are available at the correct time whilst ensuring SLOB & Aged Stock is minimised
- Investigate, resolve and report all discrepancies identified during the stock counting process
- Develop & maintain a high standard of product knowledge
- Identify & record opportunities for continuous improvement to reduce cost and/or deliver operational efficiency within the hospital inventory environment

#### **General**

- Capture & report performance against KPI's on a monthly basis
- Ensure housekeeping standards are maintained keeping storage areas tidy and clean
- Adhere to Standard Operating Procedures (SOP's) ensuring specific requirements are met
- Adhere to the Inventory Management Policy and business rules provided
- Develop a detailed understanding of the Technology One application in relation to inventory functions, train and support other users as required
- As requested, undertake duties, projects and/or activities as required by the General Manager

#### **Leadership & Staff Management**

- Lead, coach and manage a team
- Leads and manages the supply chain team to ensure the effectiveness of supply and distribution
- Ensure all team members are trained on the requirements of their role as defined by the SOP's
- Manage resource scheduling to ensure the function is manned for the agreed hours/days of operation
- Build collaborative relationships with the Hospital Management Team to ensure delivery of business goals

#### **Health, Safety and Wellbeing**

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

#### **Commitment to the principles of Te Tiriti o Waitangi**

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

#### **Commitment to Diversity, Equity and Inclusion (DEI)**

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

#### **Commitment to Environment, Social and Governance (ESG)**

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

## Role Requirements

### Experience and skills required:

- Minimum 5+ years' experience in a supply chain / inventory management focused role
- Prior people management experience
- Experience using enterprise resource planning (ERP) systems to complete supply chain & inventory management tasks
- Experience in completing analysis of data, drawing conclusions and communicating changes when required
- Experience using Excel to an intermediate level
- Demonstrated experience of building strong relationships in a fast paced environment

### Experience and skills desirable:

- Experience in the healthcare industry

### Education and qualifications required:

- Tertiary qualified in supply chain, inventory management or related subjects

## Leadership Attributes

### Human Centred Leadership

- Empathy
- Adaptability
- Connection

### Performance Coach

- Accountability
- Engagement
- Collaboration

### Change Enabler

- Execution
- Energy
- Contribution