



## Position Description

<b>Position title:</b>	Category Manager - Clinical	<b>Date:</b>	June 2024
<b>Reports to:</b>	Procurement Manager - Medical	<b>Department:</b>	Supply Chain and Procurement
<b>Number of reports:</b>	Direct: 0 Total (include indirect): 0	<b>Location:</b>	Auckland, National Support Office
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	NA
<b>Level of influence:</b>	Leading self		

## 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 supply chain and procurement function is a strategic business partner to 10 wholly owned and 6 JV hospitals that form the Southern Cross Healthcare group. The purpose of the role is to define and execute category strategies, run sourcing activity manage shortages and ensure products and services meet legislative and SC requirements.

As a member of the Procurement team, you will be responsible for:

- Develop category plans in alignment with the business in relation to allocated portfolio
- Provide product sourcing services to the Southern Cross Healthcare group;
- Coordinating product evaluations and produce recommendations for all aspects associated with medical device introductions, substitutions, recalls, off-label use / noncompliance to IFU indications, & NZ Medsafe legislation;
- Effective communications and influencing the hospital group in the use of appropriate medical consumable products and single use devices, aligned with the SC strategic direction and complicit clinical policies and guidelines;
- Identify and action improvements in procurement and supply chain activities.

## Key Relationships

### Internal

- National Support Office Supply Chain & Procurement team, Finance team, Clinical Quality & Risk team and Hospital Procurement teams
- Wider Southern Cross Healthcare network

### External

- Maintain and develop excellent supplier relationships to maximize business opportunities and product support.
- Maintain and develop professional relationships with Medsafe, MoH, PEHNZ group, Healthsource & NZHPL (future, Health NZ).

## Key Accountabilities

### Leadership

- Develop new systems to improve the business performance of procurement and supply chain functions within the hospital network.
- Develop appropriate processes to optimize the number of capital and consumables equipment suppliers and maintain at an agreed level.
- Mitigate any operational disturbance during stock cessation and backorders.
- Liaise with MoH, Medsafe and EPA for guidance surrounding registered products and pharmaceuticals.
- Identify opportunities to use alternate products and develop a process to evaluate options.
- Source, assess and validate medical devices (Capital + Consumables) and act as a conduit between suppliers and our hospital network.
- Identify and implement opportunities to improve procurement or supply chain processes.

### Procurement

- Develop and document Category plans across the allocated portfolio
- Identify and deliver on initiatives that result in cost savings
- Maintain and develop supplier relationships to maximize business opportunities and product support.
- Identify cost saving opportunities within the existing supplier base and negotiate changes with relevant supplier/organization.
- Manage performance of contracted suppliers to maximize benefits for the hospital network.
- Identify new procurement opportunities and negotiate terms that will improve the hospital network business performance.

### Customer Focus

- Facilitate trials and evaluations across SCH group to ensure best products are available on the NZ market.
- Maintain and develop internal relationships to maximize level of influence within the hospital group.
- From time to time, manage the procurement helpdesk and provide support on enquiries related to consumable purchase/selection.
- Lead robust product evaluation initiatives for all new products (as appropriate) and involve end-users in the decision-making process.
- Support clinical staff by coaching them through the hurdles of new product introductions so they can maintain their clinical and patient care focus.
- Manage product alerts and the recall quarantine process in order to minimise any risks to patients and staff.
- Responsible for managing new product requests, due diligence for medical consumables, medical devices, therapeutic products and hazardous goods.
- Co-ordinate and manage all requirements for product and supplier code changes within SCH national catalogue and identify suitable substitutions.

### **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 7 years surgical nursing background.
- In depth knowledge of clinical products and understanding of clinical process.
- Sound commercial skills with an understanding of project management methodologies and experience in project delivery .
- Demonstrable knowledge and management of computer systems, Excel spread sheets and database maintenance to an intermediate level.
- Ability to work co-operatively and collaboratively within a team environment.
- Able to deal with a wide range of people at all levels of seniority and expertise.
- Excellent interpersonal and communication skills, both written and verbal.
- Demonstrable analytical, attention to detail and problem-solving skills.
- Excellent time management skills with the ability to work under pressure and meet deadlines, within a fast-paced environment.
- Ability to influence key stakeholders
- 

### **Experience and skills desirable:**

- Well-developed negotiation skills

## Leadership Attributes

### Human Centred Leadership

- Empathy
- Adaptability
- Connection

### Performance Coach

- Accountability
- Engagement
- Collaboration

### Change Enabler

- Execution
- Energy
- Contribution