

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



POSITION DESCRIPTION

Position Title:	Senior Sourcing Specialist - Procurement Services (Infrastructure and Capital)
Business Unit/Division:	Procurement and Supply chain
Award Agreement:	Victorian Public Health Sector Health & Allied Services Managers and Administrative Workers Single Interest Enterprise Agreement 2021-2025
Classification:	HS4 – HS5
Employment Type:	Ongoing Full Time
Reports to:	DD Strategic Sourcing
Date Prepared/Updated:	April 2026

ROLE STATEMENT

General Role Statement:

The Senior Sourcing Specialist - Procurement Services (Infrastructure and Capital) is responsible for delivering end-to-end sourcing activities for technical goods and services, with a primary focus on engineering, facilities management, building works and infrastructure-related procurements.

The role supports the execution of sourcing strategies by leading procurement processes for complex, high-value technical categories, ensuring outcomes align with organisational requirements, compliance obligations, and project delivery timelines. The position works closely with Capital Projects, Engineering, and Facilities teams to translate technical requirements into effective procurement outcomes.

With strong technical and commercial capabilities, the role leads market engagement, tendering, and contract establishment activities, ensuring value is delivered across cost, quality, service performance, and risk. The position contributes specialist expertise in construction and infrastructure procurement, supporting consistent, compliant and efficient sourcing practices across the organisation.

Key Responsibilities

- Lead end-to-end sourcing activities for technical categories, including:
 - Building and construction works
 - Engineering and facilities management services
 - Infrastructure and asset-related procurements
 - Biomedical equipment
- Deliver sourcing processes in line with approved procurement plans, including:
 - Market analysis and supplier engagement
 - Development of procurement documentation (RFT, RFQ, EOI, etc.)
 - Coordination of evaluation processes
 - Contract award and supplier onboarding
- Work closely with Engineering, Capital Projects and Facilities teams to:
 - Translate technical specifications into procurement documentation
 - Ensure alignment between scope, commercial terms and delivery requirements
- Lead commercial negotiations with suppliers and contractors to achieve optimal outcomes across cost, quality, timelines and risk
- Ensure all sourcing activities are conducted in accordance with:
 - Northern Health procurement policy

- Probity and governance requirements
 - Relevant legislative and industry standards
- Identify and deliver sourcing opportunities that contribute to:
 - Cost efficiency
 - Improved service delivery
 - Risk mitigation
- Provide technical market insights and supplier intelligence to inform sourcing decisions and support category planning
- Support the implementation of category strategies through effective sourcing execution
- Develop and maintain strong working relationships with internal stakeholders and external suppliers
- Contribute to continuous improvement of sourcing processes, templates and documentation, particularly for technical and infrastructure procurement
- Support contract establishment and ensure smooth handover to contract management and operational teams
- Collaborate with Procurement Operations to ensure a seamless transition from contract award to operational execution
- Represent Northern Health in external engagements, including system-level collaboration initiatives with HealthShare Victoria

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership:

Demonstrates strong stakeholder leadership, influencing without formal authority and building trust-based relationships across clinical and non-clinical areas.

Strategic and Project Management Leadership:

Leads complex sourcing programs and category strategies from concept to execution, aligning commercial outcomes with organisational priorities, timelines, and risk frameworks.

Organisation-Wide Contribution:

Contributes to broader enterprise goals beyond category delivery, shaping procurement policy, governance, commercial standards, and continuous improvement activities.

Diversity and Inclusion:

Embeds inclusive procurement practices that consider diverse supplier participation, cultural awareness, equitable access, and socio-economic outcomes consistent with government and organisational objectives.

Innovation and Culture Change:

Champions supplier-led innovation, digital procurement, and new commercial models, supporting behavioural change and building a more modern, value-focused procurement culture.

SELECTION CRITERIA

Qualifications, Registrations and Qualities**Essential**

- Demonstrated experience of minimum 5 years in procurement and sourcing of technical goods and services, particularly in:
 - Building and construction
 - Engineering and facilities services
 - Infrastructure-related projects
- Relevant qualification in building, construction, engineering, quantity surveying or a related discipline, or equivalent experience is highly desirable.
- Proven experience in delivering end-to-end sourcing processes, including tendering and contract award
- Strong commercial acumen and experience in supplier and contractor negotiations
- Ability to interpret technical specifications and translate them into procurement documentation
- Strong stakeholder engagement skills, with the ability to work effectively with technical and project teams

Technical skills/knowledge/experience technical skills/knowledge/experience

- Knowledge of construction and infrastructure procurement practices, including:
- Contracting models (e.g. lump sum, D&C, panel arrangements)
- Scope development and technical documentation
- Experience managing RFT/RFQ processes for complex and high-value procurements
- Understanding of procurement governance, probity and compliance requirements
- Experience working with procurement and financial systems (ERP platforms, FMIS, etc.)
- Strong analytical, problem-solving and organisational skills

Knowledge, Skills and Behaviours

- Strong attention to detail and ability to manage multiple sourcing activities concurrently
- Practical, delivery-focused approach with strong execution capability
- Effective communication and stakeholder engagement skills
- Ability to work independently and within a team environment
- Commitment to continuous improvement and professional development

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature: Date:

--	--

--	--

--	--	--	--