

GPHN013 – Manager Procurement, Program Development and Engagement

Full time (1.0FTE), Ongoing (*subject to funding*)

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland. We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- Ensure health issues are prioritised, understood, and invested in, using local strengths;
- Build and support local capability in primary health care professionals;
- Enable transparent communication and information exchange across the primary health care sector; and
- Improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Manager Procurement, Program Development and Engagement

We currently have an ongoing full time (1.0FTE) career opportunity available as the Manager Procurement, Program Development and Engagement (*subject to funding*). As part of the leadership team and reporting to the General Manager Corporate Services, the Manager Procurement, Program Development and Engagement has a key role in driving outcomes across the organisation by providing oversight and management of:

- The organisational wide contract management system;
- Oversee both short-term commissioning activities to address immediate service gaps and long-term strategies to build sustainable, high-quality models of care that adapt to evolving community needs and priorities, generated from Commonwealth and other funding sources;
- Internal and external reporting including activity work plans and twelve-month reports to funding bodies;
- Procurement and contracting processes which involves relationship building with vendors and suppliers including Service Level Agreement negotiations; and
- Driving market engagement efforts to collaborate with stakeholders and providers, ensuring co-design and/or delivery of innovative service models that meet community needs and improve health outcomes in Gippsland.

We are looking for an astute, agile, dynamic, and outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Implementation of projects ensuring processes are in place to effectively monitor, review and report on project delivery, budget performance and achievement of all reporting activities identified as part of the organisation's planning processes;
- Manage and provide oversight of commissioning strategies including engagement with the market and scheduling the commissioning cycles for each relevant program;
- Manage procurement and contracting systems and processes by extracting relevant data as required;
- Manage and/or participate in specific working groups and committees as identified; and
- Provide considered advice to the General Manager Corporate Services and Executive Team; ensuring strategic and operational risks, challenges, opportunities and key issues are identified.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a choice of being based at one of our three office locations (Traralgon, Wonthaggi, or Bairnsdale), with a mix of working from home environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

To view the Key Selection Criteria, please click on the [position description here](#).

[To submit your application which must include a covering letter, resume, and your addressed key selection criteria, please click here.](#)

Alternatively, you can email your application with your **three** attached documents to recruitment@gphn.org.au

Members of the LGBTIQ+ community, those from culturally and linguistically diverse communities, people with lived experience, Aboriginal and/or Torres Strait Islander peoples, and people living with a disability are strongly encouraged to apply.

For further information relating to this position, please contact human resources on **03 5175 5420**.

DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

APPLICATIONS CLOSE: Sunday 7 September 2025

All enquiries and applications will be handled professionally and with the strictest of confidence.

