

Position Description

Position title	Category Manager
Department / Division	Procurement
Classification	Grade 7 Year 1 to Grade 7 Year 5 (A071-A075)
Position reports to	Operational: Associate Director Procurement
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE CONTEXT
<p>In the current healthcare environment, where budget cuts and financial constraints are increasingly common, a Category Manager in the Procurement & Supply Chain team plays a critical role in getting the highest quality goods and services at competitive rates. As RCH strive to deliver high-quality care with limited resources, the Category Manager is responsible for overseeing the sourcing of various goods and services ranging from medical equipment</p>

and consumables to office supplies, IT equipment, facilities management, and professional services. The role involves identifying and leveraging cost-saving opportunities, renegotiating contracts with suppliers, and managing vendor relationships to ensure that every dollar spent delivers best value.

The role also supports other departmental priorities such as streamlining procurement processes, improving supplier diversity, and exploring alternative sourcing strategies to meet the organisation's needs at the lowest possible cost. The role must balance the demands for fiscal responsibility with the essential requirement for reliability and compliance, especially in healthcare, where regulatory standards and service continuity are non-negotiable.

ROLE PURPOSE

The purpose of this role is to get best value out of sourcing activities, deploying a range of procurement and commercial skills to deliver best in class outcomes, and to help the business identify and realise opportunities and efficiencies.

It is also expected contribute to reforms and process improvements, identifying innovations and opportunities, and building relationships and the role of Procurement as a strategic business partner.

The Category Manager acts as probity advisor to the business for procurement activities, to ensure compliance with regulatory requirements.

KEY ACCOUNTABILITIES

Managing Projects & Delivering Commercial Outcomes

- Lead end to end procurement processes ensuring compliance with public procurement policies, probity and value for money. Utilises own initiative and leads a number of sourcing projects, to ensure:
 - the most appropriate market engagement methods are used.
 - projects are effectively managed, including ensuring that issues are addressed promptly and regular communications on progress is maintained.
 - best value outcomes are obtained from negotiations.
 - that robust commercial agreements are created and effected to mitigate any risks; and
 - probity is maintained, and adequate records are kept.
- Identifies and explores market innovations that could be effectively deployed in the hospital.
- Is able to adapt and be flexible to achieve common goals with a proactive and solutions focused approach coupled with a commercial mind-set to ensure strategies delivered are viable and beneficial to RCH.

Change Management

- Supports change management and business improvement projects to streamline processes, reduce complexity and to create improved self-serve tools and guides for the organisation.
- Is a leader and influencer and proactively identifies opportunities of value and assists in solving business pain points and provides guidance and support.

Stakeholder Management

- Builds effective working relationships with stakeholders and consistently delivers enhanced value to improve customer satisfaction and to create a positive perception of the function.
- Breaks down barriers, is collaborative, communicates with influence to ensure effective stakeholder and supplier relationship management, acts ethically, and takes accountability.

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QUALIFICATIONS AND EXPERIENCE

Essential:

- A tertiary qualification or significant demonstratable experience related to Procurement.
- Experience in constructing and managing output focused contracts that encourage the delivery of goods and services in a manner that minimises costs to the organisation.
- Well-practiced in working with people at different levels, from junior staff through to Executive.
- Ability to effectively support colleagues to help them maximise their performance.

Desirable:

- A health sector background
- Procurement qualifications (preferably CIPSA).
- Evidence of delivering high value and complex procurement projects.

KEY SELECTION CRITERIA

- Experience of a range of procurement approaches ideally with some savings/value delivery in a public sector environment.
- Demonstrated sophisticated negotiation skills
- Demonstrated specialist knowledge of contracting and purchasing practices and their application to optimise business performance and mitigate risks.
- The ability to understand strategic issues and the underlying detail that is critical to success.
- Demonstrated project management skills and their application to driving and implementing change.
- Proactive approach to managing workload and planning priorities.
- Strongly evolved presentation, communication and influencing skills.
- Highly developed analytical, problem solving and presentation skills.
- Demonstration of organisational skills including consulting skills with the ability to provide advice in a concise, collaborative and timely manner.
- Self-motivated and able to establish own priorities.
- Demonstrated ability to work collaboratively and as part of a team.
- Demonstrated ability to maintain confidentiality.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

June 2025