

The Royal Children's Hospital Melbourne  
50 Flemington Road  
Parkville Victoria 3052 Australia  
TELEPHONE +61 3 9345 5522  
[www.rch.org.au](http://www.rch.org.au)



## Position description

<b>Position title</b>	Supply Chain Manager		
<b>Department / Division</b>	Procurement & Supply Chain		
<b>Classification</b>	AO99	<b>Employment Status</b>	Full Time, Permanent 1 FTE
<b>Position reports to</b>	Director Procurement & Supply Chain		
<b>No. of direct &amp; indirect reports</b>	NA		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital (RCH) has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350 beds, the RCH is the major specialist paediatric hospital in Victoria, and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas.</p> <p>We are the state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day. The RCH is committed to working with health services across the state and plays a significant role in many critical state and nationwide services. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time, for the benefit of all Victorian children. The RCH is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: <a href="http://www.rch.org.au/quality/child-safety">http://www.rch.org.au/quality/child-safety</a></p> <p>In April 2016, we became the first Australian hospital to implement the world-leading electronic medical record (EMR) and has a strong focus on supporting the successful delivery of the Parkville Connecting Care program – a shared EMR with The Royal Women's Hospital, The Royal Melbourne Hospital and Peter MacCallum Cancer Centre.</p> <p>The RCH is located within the Melbourne Biomedical Precinct, which is home to more than 45 world-class biomedical organisations, with collectively more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region.</p> <p>Further information on the RCH including the new RCH Strategic Plan 2019-21 Great Care, Everywhere is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

## ROLE PURPOSE

The Supply Chain Manager will oversee Supply Chain function at RCH. The primary accountability will be to ensure effective stores operations, including the receiving of deliveries, internal restocking and imprest ordering.

The role will be strategic in nature focused on delivering improved efficiency, creating more streamlined processes, and enhancing the quality of the Supply Chain service. Measuring and reporting on supplier performance will also become an increasingly important part of the role, as will partnering with the Health Service Victoria supply chain to improve outcomes.

## KEY ACCOUNTABILITIES

The Supply Chain Manager is an important role within the department and will participate in the Procurement & Supply Chain leadership team. It will have accountability for the Supply Chain function on an operational basis.

The role will also be strategic and will oversee far reaching and varied change management programmes to simplify processes, create efficiencies, and lift the quality of the service provided to the business. The role involves:

- Overseeing Health and Safety initiatives and managing the Supply Chain risk register, to minimise risk.
- Driving a change management initiative to continuously improve the service to the business, enhance efficiency, reduce waste and simplify processes.
- Developing greater visibility of supplier performance, including developing new reporting and measuring capabilities, in order to drive enhanced performance from suppliers. This will include working closely with Health Share Victoria.
- Being a leader and influencer, breaking down barriers, being collaborative, communicating with influence to ensure effective stakeholder management, acting ethically, and taking accountability.
- Being adaptable and 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.
- Monitors department performance, (including undertaking spot checks and audits), to ensure that the department are following the correct processes, meeting legislative requirements, and keeping appropriate records.

While the key accountabilities of this position are as above, the Supply Chain Manager may be required to undertake other duties from time to time.

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Exceptional organisational skills, with the ability to effectively manage workload, prioritise multiple concurrent tasks, delegate, and work under pressure to meet deadlines.
- Solid experience in the identification of issues, or ineffective systems or processes, and the effective implementation of innovative solutions.
- Strong stakeholder management, emotional intelligence and soft skills.
- Experience of working in a Supply Chain environment.

### Desirable:

- Involvement in a Procurement or Supply Chain change management programme.
- A Health Sector background.

### 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's Check throughout their employment
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### KEY SELECTION CRITERIA

- A track record in innovation including the identification and implementation of solutions to fix the root cause of issues and key business challenges, with an emphasis on being a catalyst for change and best practice.
- Demonstrated exceptional organisational skills with a heavy focus on delegation and effective workload management, ensuring concurrent tasks and key deliverables are met.
- A strategic mind-set focusing on being proactive and resolving key business challenges, with the demonstrated ability to avoid being consumed by tactical and administrative issues.
- Demonstrated sound ability to use soft skills to influence stakeholders and build strong business relationships.

#### IMPORTANT INFORMATION

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

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

#### 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, all members of the LGBTQI community and people with disability.**

<b>Position description last updated</b>	<b>May 21</b>
------------------------------------------	---------------