

Contracts Officer

Organisational Environment

Primary health networks (PHNs) have been established with the key objectives of increasing the efficiency and effectiveness of primary health care services for individuals, particularly those at risk of poor health outcomes. They also aim to improve coordination of care to ensure people receive the right care in the right place at the right time.

The central and eastern Sydney catchment spans 667 square kilometres, stretching from Strathfield to Sutherland, as far east as Bondi, and also includes Lord Howe Island and Norfolk Island. We are the second largest PHN across Australia by population, with more than 1.4 million individuals residing in our region. Our boundaries also align with those of South Eastern Sydney Local Health District and Sydney Local Health District.

Our Vision

Supporting, strengthening and shaping a world class, person centred primary health care system.

Our Purpose

Working in partnership with our GPs, allied health professionals, nurses, local health districts and networks, our local communities, non-government organisations and our other health professionals and services to improve health, facilitate seamless care and address local health needs for the people who live in, work in and / or visit central and eastern Sydney, Lord Howe Island and Norfolk Island.

Our Goals

- Improve health outcomes and address health needs.
- Support our primary health care professionals and services.
- Work in partnership to facilitate person centred seamless care.

Our Values

- Learning and Growth
- Integrity
- Collaboration

Purpose of Role

The Contracts Officer will provide support in the delivery of all aspects of the procurement cycle for Central and Eastern Sydney PHN (CESPHN), including tender activities, contract execution, and ongoing contract management.

Reporting to the Contracts Manager, this role will provide direct support on the commissioning of clinical, innovation and quality improvement projects in accordance with CESPHN's strategic and annual plans and provide operational assistance in the coordination and delivery of procurement objectives. This role will also collaborate in designing, documenting and implementing continually improving procurement processes.

**CLICK FOR FURTHER
INFORMATION AND TO
APPLY ON SEEK**