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right place  
right time

**phn**  
WESTERN NSW  
An Australian Government Initiative

## Information Pack for Advertised Positions

Thank you for your enquiry. This pack contains:

- information about the role and our organisation,
- guidelines for applying and
- the selection criteria we will be using to select the right candidates.

## Finance & Procurement Officer

### Location: Dubbo, Orange, Bathurst or Broken Hill

#### Full time maximum term contract to 30 June 2026 (with possibility of further extension)

Western NSW Primary Health Network (WNSW PHN) is currently seeking a motivated individual who has a passion for primary healthcare and community wellbeing.

The WNSW PHN funds a range of health services and programs to improve access to care and better health for our communities.

The Finance & Procurement Officer plays a critical role in managing and optimising corporate procurement processes within Western NSW PHN. This position is responsible for ensuring cost-effective procurement of goods and services in line with organisational policies, values, and regulatory requirements. The role involves strategic planning, vendor management, contract negotiations, and the development of procurement policies tailored to the WNSW PHN as a not-for-profit entity.

The salary for this position is Level 3, Grade 4 (\$96,960 + superannuation).

The position can be based in any of our offices including Dubbo, Orange, Bathurst or Broken Hill.

If you have any questions about this position after you have read this document, please contact **Megan Prout** on **0499 762 061**.

**Applications should be submitted via email by 11.59pm 5 February 2025 to:**  
[hr@wnswphn.org.au](mailto:hr@wnswphn.org.au)

## Selection Criteria

### Essential

- Bachelor's Degree in Finance, Accounting or Business related field, or Diploma in Procurement.

- Experience in procurement, or purchasing related function.
- Excellent written and verbal communications skills, including interpersonal, negotiation, training and liaison skills.
- Demonstrated ability to develop and implement effective procurement strategies.
- Strong negotiation, vendor management, and contract management skills.
- Knowledge of procurement regulations and best practices within the not-for-profit sector
- Financial acumen with experience in budget management and cost control.
- Experience in the use of electronic email systems, MS Office suite including Word, PowerPoint, Excel and databases, including data gathering and preparation of reports.
- Ability to work flexible hours, as part of a team, in a high-volume work area.
- Capacity to travel within western NSW; hold a current driver's licence.

### **Desirable**

- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.
- Proven ability to conduct basic research, analyse information, and prepare accurate documentation, with competency in using ICT tools, including word processing, email, internet searches, presentations, and GovernRight software
- Demonstrated experience building constructive working relationships with internal and external stakeholders and influencing others outside your team towards the timely completion of deliverables.
- Experience working in the health, NGO or community services sectors

## **About Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN)**

The Western NSW PHN (WNSW PHN) is one of 31 Primary Health Networks across Australia. We are an independent, not-for-profit organisation funded by the Commonwealth Department of Health, established to support frontline health and wellbeing services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time.

WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers. We work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community to plan and fund programs that support local health services to meet the health needs of our communities.

### **Benefits to working with WHAL**

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

- Generous salary packaging options up to \$18,450 per year

- Family friendly and flexible working arrangements (including Hybrid model)
- Collaboration with passionate likeminded professionals
- 5 weeks annual leave
- Additional leave between the Christmas and New Year period
- Option to purchase an additional 2 weeks leave or cash out 2 weeks
- Corporate Fitness Program (Fitness Passport)
- Professional development allowance and study leave
- 6 weeks paid parental leave
- Free Employment Assistance Program

## Guidelines for applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with the Western NSW PHN.

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the Employment tab in the 'About' section of our website <https://wnswphn.org.au/workwithus>

WNSW PHN is an Equal Employment Opportunity employer. Aboriginal and Torres Strait Islander people are encouraged to apply.

### **PLEASE NOTE:**

***As part of your application, you must provide a separate statement addressing each of the selection criteria as well as your resume. If you do not provide these two documents, your application will automatically not be accepted.***

### **Applying for a position**

- Obtain and carefully read the information pack for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If you need to seek clarification or additional information on the organisation and/or the position, contact the appropriate person identified in the pack.
- Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).
- Be aware of the closing date and where and how to lodge your application. If, for any reason you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.

- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you to attend an interview, please discuss these with the contact officer when the interview is being arranged.

### **Include in your application**

- A cover letter introducing yourself and outlining your interest in the position
- Statement addressing each of the selection criteria (as listed on the last page of this document)
- Resume/Curriculum Vitae (CV) that should include information about:
  - a. contact details including telephone number and email address
  - b. education/qualifications
  - c. an employment history summary including (for each position):
    - i. the employer
    - ii. start and finish dates
    - iii. your position/title
    - iv. your responsibilities and achievements in the position
  - d. a summary of your skills
  - e. professional memberships
  - f. the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

### **Submit your application**

Applications should be submitted via email [hr@wnswphn.org.au](mailto:hr@wnswphn.org.au)

## Position Description

|                          |   |
|--------------------------|---|
| Position Title:          | Finance & Procurement Officer                         |
| Position Location:       | Dubbo, Orange, Bathurst, Broken Hill                  |
| Position Reports To:     | Manager Finance                                       |
| Portfolio:               | Corporate Services                                    |
| Contract Type:           | Maximum Term Full-time Contract                       |
| Industrial Instrument:   | Western Health Alliance Ltd Enterprise Agreement 2021 |
| Position Classification: | Senior Support Officers – Level 3, Grade 4.           |
| Delegated Authority:     | Nil   |

### Position Purpose

The Finance & Procurement Officer plays a critical role in managing and optimising corporate procurement processes within Western NSW PHN. This position is responsible for ensuring cost-effective procurement of goods and services in line with organisational policies, values, and regulatory requirements. The role involves strategic planning, vendor management, contract negotiations, and the development of procurement policies tailored to the WNSW PHN as a not-for-profit entity.

### Key Responsibilities:

Responsibilities include, but are not limited to:

#### Sourcing & Vendor Management

- Develop and implement procurement strategies to support the organisation's objectives, ensuring that goods and services are acquired in a cost-effective and timely manner.
- Source and evaluate suppliers, negotiating contracts that deliver value for money and quality, whilst supporting culturally inclusive and sustainable practices. This includes but not limited to, contractors, insurers, telephone providers, electricity providers etc.
- Build and maintain strong vendor relationships, ensuring vendors align with the organisation's standards and values.
- Maintain aspects of the finance system including adding and archiving vendors and entering purchase orders into the system for approval.

#### Asset Tracking & Management

- Implement and maintain a comprehensive asset register to monitor all physical assets across the organisation, particularly IT Assets.
- Conduct regular physical audits of assets, ensuring alignment with asset records and identifying any discrepancies.

- Oversee the procurement process for new physical assets, ensuring adherence to organisational procurement policies.
- Manage the disposal of assets that are no longer in use, following relevant regulations and guidelines.

### **Lease Compliance**

- Manage all lease agreements, this includes negotiation and execution to renewals, amendments, and terminations.
- Ensure compliance with lease terms, legal requirements, and organisational policies, maintaining an up-to-date understanding of relevant regulations.
- Regularly review lease documents to identify and address key obligations, deadlines, and compliance requirements.

### **Policy Development & Compliance**

- Maintain procurement policies and conduct regular reviews to reflect industry best practices and updates in government regulations.
- Ensure adherence to ethical procurement practices, probity, promoting transparency and integrity.

### **Budget Management & Cost Control**

- Collaborate with the finance team to set annual corporate procurement budgets and forecasts.
- Monitor expenditure against budget and provide regular reports on procurement costs and savings.
- Identify cost-saving opportunities without compromising quality and implement continuous improvement initiatives to maximise value.

### **Risk Management & Quality Assurance**

- Assess and mitigate procurement-related risks, including supplier reliability, quality, and financial risks.
- Conduct regular supplier performance evaluations to ensure compliance with contract terms and quality standards.
- Manage contracts and ensure timely renewals, amendments, or terminations as required.

### **Engagement & Support**

- Act as a liaison between department/teams to understand their procurement needs and provide support in vendor selection.
- Provide guidance and training on procurement policies and best practices to the finance team and the wider organisation.
- Collaborate with various departments/teams to drive alignment on procurement strategies and objectives.

### **Work Health & Safety**

- Take reasonable care of their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with WNSW PHN policies and procedures relating to health and safety.

- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.

### Statement of Organisational Commitment

The WNSW PHN is strategically focused on improving health outcomes for Aboriginal and Torres Strait Islander people living and connected to our region and plays a leadership role in transitioning the primary health care system through the development of culturally safe and aware models of care, ensuring access to quality health care and commissioned services. WNSW PHN recognises Aboriginal people as the original inhabitants of Australia and as the Traditional Custodians of the land. We encourage and promote a culture of diversity within our workforce. To continue to improve the way we work with Aboriginal communities, we encourage recruitment of local Aboriginal and Torres Strait Islander people within the region to add their voice to achieve health goals and priorities for our communities.

### General Responsibilities:

- Demonstrate a commitment to [WNSW PHN's vision and values](#).
- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of and adhere to WNSW PHN's policies and procedures.
- Ensure WNSW PHN health literacy principles and practices are known and applied.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend and participate in out-of-hours meetings and functions as required.
- Actively participate in staff development activities.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment utilised in the office.
- Undertake other duties commensurate with the role as required.
- Demonstrate and embed culturally safe practices into all work outputs and the workplace.
- Demonstrate and embed Corporate Social Responsibility in our business operations and interactions with their stakeholders.
- This role is a non-clinical support role and will not involve the diagnosis, treatment or provision of direct patient care of any type.

### Competency Framework Key behaviours (refer to WHAL Competency Framework)

| Core Competencies   | Role Requirement Level  |
|---------------------|---|
| Analytical Thinking | (3) - <i>Sees multiple links</i>  |
| Initiative          | (3) – <i>Is decisive and takes accountability in situations that call for prompt direction.</i> |

|                                     |  |
|-------------------------------------|--|
| <b>Customer Focus</b>               | (4) – Delivers best practice customer service.   |
| <b>Learning Orientation</b>         | (3) – Implements plans to ensure long term knowledge and capability  |
| <b>Results Focus</b>                | (4) – Drives broader business results  |
| <b>Teamwork and Co-operation</b>    | (3) – <i>Values others input</i>   |
| <b>Conceptual Thinking</b>          | (3) – <i>Thinks creatively to pursue unique solutions.</i>   |
| <b>Judgement &amp; Decisiveness</b> | (3) – <i>Makes quality decisions without complete information.</i>   |
| <b>Planning &amp; Co-ordinating</b> | (4) - <i>Manages competing organisational priorities.</i>  |
| <b>Developing Others</b>            | (3) – <i>Provides broad on the job coaching and support including soft skills development to achieve short to medium term goals.</i> |
| <b>Influencing and Negotiation</b>  | (4) – <i>Uses a range of influencing strategies</i>  |
| <b>Leading the Team</b>             | (3) – <i>Creates an open and encouraging environment.</i>  |

### Selection Criteria:

#### Essential

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- Demonstrated ability to develop and implement effective procurement strategies.
- Strong negotiation, vendor management, and contract management skills.
- Knowledge of procurement regulations and best practices within the not-for-profit sector
- Financial acumen with experience in budget management and cost control.
- Experience in the use of electronic email systems, MS Office suite including Word, PowerPoint, Excel and databases, including data gathering and preparation of reports.
- Ability to work flexible hours, as part of a team, in a high-volume work area.
- Capacity to travel within western NSW; hold a current driver's licence.



## Desirable

- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.
- Proven ability to conduct basic research, analyse information, and prepare accurate documentation, with competency in using ICT tools, including word processing, email, internet searches, presentations, and GovernRight software
- Demonstrated experience building constructive working relationships with internal and external stakeholders and influencing others outside your team towards the timely completion of deliverables.
- Experience working in the health, NGO or community services sectors

## Special Conditions:

- An understanding and commitment to [Cultural Safety](#) in the workplace.
- Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
- Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
- Travel, including overnight stays, across the region within the WNSW PHN's boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

## Appointment Prerequisites:

- Based on our assessments for operating a safe workplace in compliance with our WHS obligations, an inherent requirement of this role is that you will need to provide confirmation and supporting proof that you have been fully vaccinated against COVID-19 or any comparable future virus. This ensures that you, employees and community's safety and wellbeing is at the forefront of our site-based work.
- Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
- Certification of tertiary qualifications and professional membership (if applicable to role).
- AHPRA Registration verification (where applicable to role).
- Verification of current NSW Drivers Licence.
- Verification of comprehensively insured motor vehicle (if applicable to role).
- National Police check.
- Working with Children check (if applicable to role).