

## Procurement Support Specialist

**Location: Broken Hill, Bathurst, Dubbo, Orange**  
**Full time maximum term contract until 30 June 2021**

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

The WNSW PHN is one of 31 Primary Health Networks across Australia established by the Australian Government to support frontline health 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. To achieve this, we work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community.

### **The Role**

Western NSW Primary Health Network (WSNW PHN) is currently seeking a motivated individual who has a passion for primary healthcare and community wellbeing to join our Corporate Services team as Procurement Support Specialist.

The Procurement Support Specialist will be responsible for supporting, administering and maintaining a comprehensive and integrated contract, tender and procurement service to all stakeholders at Western NSW Primary Health Network (WNSW PHN) across a range of business units.

The role will support the Manager Contract and Procurement in the development and ongoing implementation of the WNSW PHN's procurement policy and procedures to support our strategic goals.

The Procurement Support Specialist's key purpose is to support and assist WNSW PHN staff with the initiation of procurement when an activity has been determined or designed.

The position can be based in any one of our main offices which include Bathurst, Broken Hill, Dubbo or Orange.

### **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
- Professional development allowance and leave
- Family friendly and flexible working arrangements
- Supportive team environment

- Collaboration with passionate likeminded professionals
- 5 weeks annual leave
- Option to purchase an additional 2 weeks leave or cash out 2 weeks
- Additional leave between the Christmas and New Year period
- 6 weeks paid parental leave
- Opportunities to be innovative
- Free Employment Assistance Program

### **How to apply**

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

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the Employment tab in the 'About Us' section of our website [www.wnswphn.org.au/about-us/employment](http://www.wnswphn.org.au/about-us/employment)

**Applications should be submitted via email (by the closing date and time) to: [hr@wnswphn.org.au](mailto:hr@wnswphn.org.au)**

### **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.***

For enquiries regarding this role, please contact Phil Munro (Manager Contracts & Procurement) on 0427 316 264.

**Applications close 11.59pm 22 January 2021.**

**WEB  
LINK**