

Position Description

Position Title	Contracts Officer
Position Number	30025432
Division	Finance & Resources
Department	Procurement
Enterprise Agreement	Procurement
Classification Description	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2021-2025
Classification Code	Administration Grade 3 L1 – L5
Reports to	HS3 – HS25
Management Level	Contracts Manager
Staff Capability Statement	Non Management
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Contracts Officer provides technical and professional specialist support in the preparation of contracts, agreements and tenders relating to the procurement of goods and services to programmes and services within Bendigo Health and the Loddon Mallee Region.

Responsibilities and Accountabilities

Key Responsibilities

- Prepare, facilitate and project manage the contract and tender process, negotiate outcomes and prepare documentation including contracts, tenders, expressions of interest and requests for quotation as required.
- Ensure all relevant stakeholders are consulted and/or engaged during the tender and contract processes to effectively understand and manage organisational risks and ensure compliance with Bendigo Health policies (including the Instrument of Delegation).
- Preparing comparisons of tender and quotation submissions received.
- Strategically review potential, new and existing contracts to identify synergies or opportunities for improvement, particularly cost savings and enhanced specifications.
- Liaising with Business Managers and external bodies regarding contracts.
- Arrange for new suppliers to be added to Bendigo Health Contract Management system and raise purchase orders on behalf of Business Managers relevant to contracts.
- Ensuring probity throughout all stages of the procurement process and maintain accurate records of Procurement activities to support audit and policy requirements.
- Other duties as determined by manager.
- Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Demonstrated proficiency providing technical and professional specialist support in the preparation of contracts, agreements and tenders gained at a mid-level working with Victorian Government procurement legislation and procedures.
2. Experience in tendering processes and contract management.
3. Demonstrated computer skills, together with a sound appreciation of Microsoft office and an in-depth understanding of advanced Excel necessary to actively prepare and maintain complex spreadsheets.
4. Comprehensive appreciation of the key concepts of public sector tender principles and probity requirements.

Desirable

5. Tertiary qualifications in business management, procurement, or a relevant Legal related area.
6. Ability to relate to, persuade and gain cooperation of staff at all levels through highly effective communications skills.
7. Strongly developed and effective eye for detail.
8. Self-confidence and strong negotiation skills

Personal attributes

- A personal approach which is positive, enthusiastic, friendly and helpful.
- A willingness and ability to learn.
- Ability to give excellent customer service to both internal and external customers.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Ability to meet deadlines and objectives.
- Ability to work unsupervised with demonstrated ability to use own initiative.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is

committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.