



SWD21/059161

Mr Gerard Hayes
Secretary
Health Services Union
secretary@hsu.asn.au

Dear Mr Hayes

I am writing to advise you of proposed changes to the South Western Sydney Local Health District (SWSLHD) Supply Services which has the potential to directly affect your members.

SWSLHD Supply Services provide a range of services to support procurement and contract management at each hospital and service within the District. The service has a workforce of 18 FTE, located on the Eastern Campus of Liverpool Hospital

In 2020, a review of SWSLHD Supply Services was undertaken by KPMG with the prime objective being to analyse SWSLHD's procurement processes, capacity and capabilities. The review highlighted that the role of Supply has not materially changed since the de-amalgamation from the former Sydney South West Area Health Service. The review also identified that a number of the roles are transactional based and do not drive best value for the wider business. KPMG examined the key dimensions of strategy and governance, organisation and people, process and enablers and determined a low level of maturity in these areas, including contract and category management.

To improve the governance and processes surrounding these matters, a change to the organisational structure of Supply Services is proposed. The expected benefits will align with the KPMG recommendations, focusing on a decrease in transactional processes and improved contract and category management, and data analytical capabilities. The benefits will be enabled through specialised category management, improved stakeholder engagement, strengthened procurement governance, rationalisation, and better reporting functionality.

To ensure the proposed changes have the input of employees, consultation with impacted employees is planned prior to final approval being sought. In line with the consultative provisions of the *Health Employees Conditions of Employment (State) Award*, I am writing to invite you to attend a meeting with employees to discuss the proposed changes, and to provide any comments regarding the proposed changes within two weeks of the meeting.

The meeting will be held on 26 June 2021 at 11.00am in Liverpool Education and Research Centre - Conference Room, Liverpool Hospital Eastern Campus.

South Western Sydney Local Health District acknowledges the traditional owners of the land.

Alternatively I would be happy to meet with your representatives to discuss this matter at another mutually convenient time.

If you would like to discuss the proposed changes further please do not hesitate to contact Peter Cook, Manager Shared and Corporate Service at Peter.Cook1@health.nsw.gov.au or on 02 8738 9073 or Sevgi Girgin, Workforce Manager on 02 8738 5775.me by email

Regards



Dimi Palamidas
Director Finance and Corporate Services
SWSLHD

Date: 8/6/21

encl: Proposed Position Descriptions
Proposed Organisational Chart

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title

Award

Is this a Multi-Disciplinary Role?

If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number

Cost Centre Number

Does this role manage or supervise others?

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title

Award

Is this a Multi-Disciplinary Role?

If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number

Cost Centre Number

Does this role manage or supervise others?

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health
South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

--

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title

Award

Is this a Multi-Disciplinary Role?

If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number

Cost Centre Number

Does this role manage or supervise others?

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

--

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title

Award

Is this a Multi-Disciplinary Role?

If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number

Cost Centre Number

Does this role manage or supervise others?

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health
South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

--

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title

Award

Is this a Multi-Disciplinary Role?

If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number

Cost Centre Number

Does this role manage or supervise others?

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

--

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title	
Award	
Is this a Multi-Disciplinary Role?	If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number	
Cost Centre Number	
Does this role manage or supervise others?	

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

--

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title

Award

Is this a Multi-Disciplinary Role?

If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number

Cost Centre Number

Does this role manage or supervise others?

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title	
Award	
Is this a Multi-Disciplinary Role?	If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number	
Cost Centre Number	
Does this role manage or supervise others?	

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title

Award

Is this a Multi-Disciplinary Role?

If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number

Cost Centre Number

Does this role manage or supervise others?

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

--

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title	
Award	
Is this a Multi-Disciplinary Role?	If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number	
Cost Centre Number	
Does this role manage or supervise others?	

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

--

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title

Award

Is this a Multi-Disciplinary Role?

If "Yes", please list all relevant classifications below

Job Category

--

Job Classification

--

Specialties

--

Stafflink Position Number

Cost Centre Number

Does this role manage or supervise others?

Primary Purpose of Role

--

Position Description



Health
South Western Sydney
Local Health District

Key Accountabilities

Key Challenges

Position Description



Health

South Western Sydney
Local Health District

Key Relationships

<i>Who?</i>	<i>Why?</i>
-------------	-------------

Internal Relationships

1		
2		
3		

Does this role routinely interact with external Stakeholders?

1		
2		

Staffing

Direct Reports	
Indirect Reports	

Essential Requirements

--

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	

Position Description



Health
South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Sensory Demands

Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	

Environmental Demands

Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	

Position Description



Health

South Western Sydney
Local Health District

Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Confined Spaces - areas where only one egress (escape route) exists

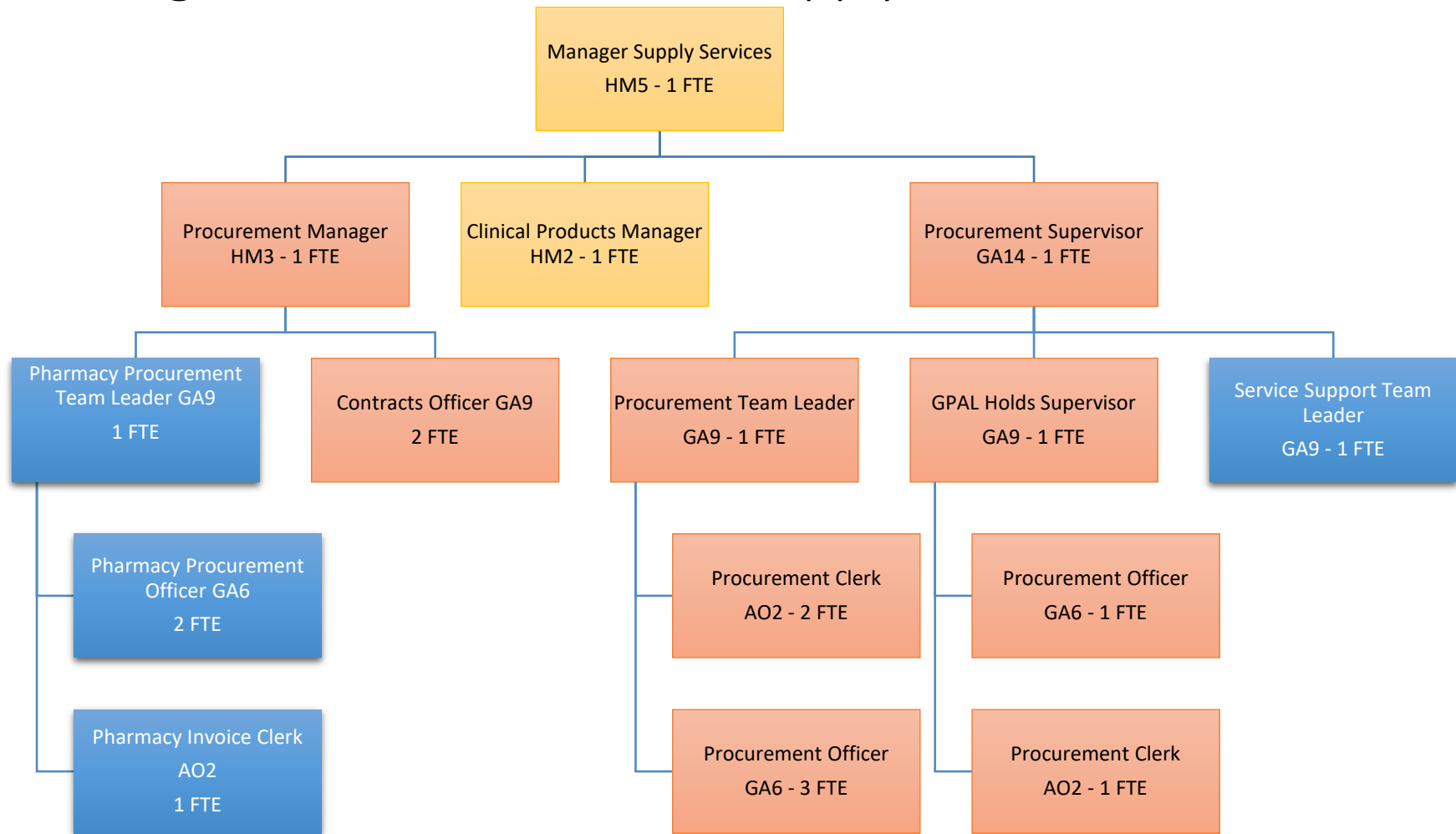
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Current Organisational Structure – Supply Services SWSLHD



Retained Deleted Graded/Regraded

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	HSM3
State Award	Health Managers (State) Award
Category	Health Manager
Role Title	Assets Category Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	No

Primary Purpose of Role

The Assets Category Manager will be responsible for managing all major asset procurement, including replacement and standardization of capital equipment across the District. The role will identify opportunities to procure replacement capital equipment and engage the market under the terms and conditions of NSW Health and state contracts. Where required, additional market engagement will be undertaken through Further Tender Offers, Expressions of Interest and Requests for Quotations. A key requirement of the role will be to engage with all stakeholders, including HealthShare NSW and the Ministry of Health, aligning with procurement strategies and policy.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Qualifications:

Relevant post graduate qualifications or evidence of professional experience in a similar role

Key Accountabilities

1. Prioritise the analysis of key assets and implement capital equipment procurement strategies to maximize benefits realization
2. Develop business cases to support the SWSLHD Executive with evidence based justification for the procurement of capital equipment
3. Ensure processes are followed to undertake risk management, audit and review of capital equipment contracts
4. Ensure procurement strategies cover operational, maintenance, life cycle, consumables and licencing costs
5. Ensure IT integration is compatible with applicable operating systems
6. Provide advice on contracting, procurement and efficient use of resources for capital equipment agreements
7. Optimize opportunities to improve quality, safety and efficiency
8. Present high level reports to the Manager Supply Services detailing performance against KPIs
9. Review contract compliance with internal stakeholders and equipment providers
10. Liaise with equipment providers to ensure best value procurement outcomes are achieved
11. Maximise SWSLHD contract leverage
12. Report on sourcing opportunities in the market
13. Liaise with HealthShare NSW and Ministry of Health to ensure compliance with NSW Health's

Position Description



procurement strategies and policy

14. Identify and implement value add opportunities
15. Identify opportunities to drive change management initiatives and develop strategies to implement capital equipment agreements

Key Challenges

1. Identifying equipment replacement strategies that will deliver savings to SWSLHD
2. Identifying, analyzing and solving problems and challenges
3. Development of strategies to engage internal stakeholders and external providers in the delivery of value for money outcomes

Position Description



Key Relationships		
Who		Why?
Internal Relationships		
1	SWSLHD Manager Supply Services	<ul style="list-style-type: none"> • Direct reporting line • Escalate and provide regular activity updates • Align strategic procurement with operational processes,
2	SWSLHD Internal Stakeholders	<ul style="list-style-type: none"> • Monitor and review SWSLHD equipment agreements • Partner to develop strategies to optimize procurement outcomes
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> • Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> • Liaise to ensure local processes align with policy • Liaise to ensure strategies and procurement processes do not contravene current NSW Health and state contracts
3	Ministry of Health	<ul style="list-style-type: none"> • Ensure processes align with NSW Health Procurement Policy and directions

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and relevant suppliers
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Understanding of supply chain activities and supporting systems
5. Ability to influence stakeholders in procurement processes and equipment rationalization
6. Ability to develop relationships and understand capacity and technical service detail
7. Detailed understanding of procurement processes and the interaction with SWSLHD departments

Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	

Position Description



Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Position Description



Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations

Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness

Unpredictable People - e.g. Dementia, mental illness, head injuries

Restraining - involvement in physical containment of patients / clients

Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies

Environmental Demands

Dust - Exposure to atmospheric dust

Gases - Working with explosive or flammable gases requiring precautionary measures

Fumes - Exposure to noxious or toxic fumes

Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Hazardous substances - e.g. Dry chemicals, glues

Noise - Environmental / background noise necessitates people raise their voice to be heard

Inadequate Lighting - Risk of trips, falls or eyestrain

Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight

Position Description



Health
South Western Sydney
Local Health District

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	NM2
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing Midwifery/Nurse Manager
Role Title	Clinical Products Category Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	No

Primary Purpose of Role

The Clinical Products Category Manager will assist the Clinical Products Manager in the development of strategies to optimize opportunities to achieve improvements in quality, safety and efficiency. The role will ensure clinical accountability across NSW Whole of Health clinical contracts and will liaise and engage with internal clinical stakeholders, external suppliers and HealthShare NSW.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Registration:

Current authority to practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Key Accountabilities

1. Prioritise the analysis of clinical products to identify opportunities to maximise benefits realization
2. Ensure systems are in place across SWSLHD to undertake risk management, audit and review of clinical products management systems and processes
3. Provide advice on contracting and procurement of clinical products
4. Optimize opportunities to improve clinical product quality, safety and efficiency
5. Provide advice, supported by data, to the Clinical Products Manager detailing performance against KPIs
6. Review clinical product usage with clinical departments and provide options for product rationalization
7. Liaise with suppliers to ensure best value procurement outcomes are achieved
8. Maximise SWSLHD contract leverage
9. Report on sourcing opportunities in the market
10. Liaise with HealthShare NSW to ensure awarded band level pricing aligns with state contracts
11. Identify and implement value add opportunities
12. Work collaboratively to drive change management initiatives relating to clinical procedures and costing identified through insights obtained by collating, integrating and analyzing individual site based system data

Position Description



Health
South Western Sydney
Local Health District

Key Challenges

1. Analysis of spend trends and identification of savings and value adding opportunities
2. Identifying, analyzing and solving problems and challenges
3. Development of strategies to resolve clinical products management issues with the key internal stakeholders

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Clinical Products Manager	<ul style="list-style-type: none">• Direct line reporting• Provide reports to inform savings and rationalization strategies• Share information and assist in the resolution of issues
2	Clinical and Nurse Managers	<ul style="list-style-type: none">• Monitor and review relevant contracts and advise updates and amendments• Partner to develop strategies to optimize procurement outcomes
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none">• Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none">• Ensure awarded band level pricing aligns with state contracts

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and relevant suppliers
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Understanding of supply chain activities and supporting systems
5. Ability to influence clinical stakeholders in procurement processes and product rationalization
6. Ability to develop relationships and understand clinical capacity and technical product detail
7. Detailed understanding of procurement processes and the interaction with clinical departments

Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	

Position Description



Health
South Western Sydney
Local Health District

Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Position Description



Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations

Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness

Unpredictable People - e.g. Dementia, mental illness, head injuries

Restraining - involvement in physical containment of patients / clients

Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies

Environmental Demands

Dust - Exposure to atmospheric dust

Gases - Working with explosive or flammable gases requiring precautionary measures

Fumes - Exposure to noxious or toxic fumes

Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Hazardous substances - e.g. Dry chemicals, glues

Noise - Environmental / background noise necessitates people raise their voice to be heard

Inadequate Lighting - Risk of trips, falls or eyestrain

Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight

Position Description



Health
South Western Sydney
Local Health District

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	NM3
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing Midwifery/Nurse Manager
Role Title	Clinical Products Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	Yes

Primary Purpose of Role

The Clinical Products Manager will lead the Clinical Products team in the development of strategies to optimize opportunities to achieve improvements in quality, safety and efficiency. The role will ensure clinical accountability across NSW Whole of Health clinical contracts and will liaise and engage with internal clinical stakeholders, external suppliers, HealthShare NSW and the Ministry of Health. The Clinical Products Manager will be responsible for the identification and administration of continual clinical improvement projects.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Registration:

Current authority to practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Key Accountabilities

1. Prioritise the analysis of clinical products to identify opportunities to maximise benefits realization
2. Ensure processes are followed to undertake risk management, audit and review of clinical products management systems
3. Provide advice on contracting, procurement, and efficient use of resources for clinical products
4. Optimize opportunities to improve clinical product quality, safety and efficiency
5. Present high level reports to the Manager Supply Services detailing performance against KPIs
6. Review clinical product usage with clinical departments and provide options for product rationalization
7. Liaise with suppliers to ensure best value procurement outcomes are achieved
8. Maximise SWSLHD contract leverage
9. Report on sourcing opportunities in the market
10. Liaise with HealthShare NSW to ensure awarded band level pricing aligns with state contracts
11. Liaise with the Ministry of Health to ensure compliance with NSW Health Procurement Policy and directions
12. Identify and implement value add opportunities
13. Work collaboratively to drive change management initiatives relating to clinical procedures and costing identified through insights obtained by collating, integrating and analyzing individual site based system data

Position Description



Health
South Western Sydney
Local Health District

Key Challenges

1. Analysis of spend trends and identification of savings and value adding opportunities
2. Identifying, analyzing and solving problems and challenges
3. Development of strategies to resolve clinical products management issues with the key internal stakeholders

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Manager Supply Services	<ul style="list-style-type: none"> • Direct line reporting • Escalate and provide regular activity updates • Align strategic procurement with operational processes, governance and compliance
2	SWSLHD Clinical Products Category Managers	<ul style="list-style-type: none"> • Provide leadership and guidance on strategies to achieve best value outcomes • Share information and assist in the resolution of issues
3	Clinical and Nurse Managers	<ul style="list-style-type: none"> • Monitor and review relevant contracts and advise updates and amendments • Develop strategies to optimize procurement outcomes
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> • Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> • Ensure awarded band level pricing aligns with state contracts
3	Ministry of Health	<ul style="list-style-type: none"> • Ensure processes align with NSW Health Procurement Policy and directions

Position Description



Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and external stakeholders
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Understanding of supply chain activities and supporting systems
5. Ability to influence clinical stakeholders in procurement processes and product rationalization
6. Ability to develop relationships and understand clinical capacity and technical product detail
7. Detailed understanding of procurement processes and the interaction with clinical departments

Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	

Position Description



Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Position Description



Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations

Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness

Unpredictable People - e.g. Dementia, mental illness, head injuries

Restraining - involvement in physical containment of patients / clients

Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies

Environmental Demands

Dust - Exposure to atmospheric dust

Gases - Working with explosive or flammable gases requiring precautionary measures

Fumes - Exposure to noxious or toxic fumes

Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Hazardous substances - e.g. Dry chemicals, glues

Noise - Environmental / background noise necessitates people raise their voice to be heard

Inadequate Lighting - Risk of trips, falls or eyestrain

Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight

Position Description



Health
South Western Sydney
Local Health District

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	HSM2
State Award	Health Managers (State) Award
Category	Health Manager
Role Title	Corporate Category Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	No

Primary Purpose of Role

The Corporate Category Manager will assist the Senior Corporate Category Manager in the development of strategies to optimize opportunities to achieve improvements in quality, safety and efficiency. The role will ensure corporate category accountability for all non-clinical Health and NSW Whole of Government contracts and will liaise and engage with internal stakeholders, external suppliers and HealthShare NSW.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Qualifications:

Relevant post-graduate qualifications or evidence of professional experience in a similar role

Key Accountabilities

1. Prioritise the analysis of assigned corporate procurement categories to identify opportunities to maximise benefits realization
2. Provide advice on contracting and procurement for assigned corporate categories
3. Optimize opportunities to improve corporate procurement quality, safety and efficiency
4. Provide advice, supported by data, to the Senior Corporate Category Manager detailing performance against KPIs
5. Liaise with suppliers to ensure best value procurement outcomes are achieved
6. Maximise SWSLHD contract leverage
7. Report on sourcing opportunities in the market
8. Liaise with HealthShare NSW to ensure corporate procurement strategies align with non-clinical Health and Whole of Government contracts
9. Identify and implement value add opportunities

Position Description



Key Challenges

1. Analysis of spend trends and identification of savings and value adding opportunities
2. Identifying, analyzing and solving problems and challenges
3. Development of strategies to implement best value for money corporate agreements with the key stakeholders
4. Continuous achievement of compliance through monitoring of contracts and performance

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Senior Corporate Category Manager	<ul style="list-style-type: none"> • Direct line reporting • Escalate and provide regular activity updates • Align strategic procurement with operational processes,
2	SWSLHD Stakeholders	<ul style="list-style-type: none"> • Monitor and review relevant contracts and advise updates and amendments • Partner to develop strategies to optimize procurement outcomes
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> • Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> • Ensure procurement strategies align with policy and relevant corporate state and health contracts

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and external stakeholders
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Understanding of supply chain activities and supporting systems
5. Ability to influence stakeholders in procurement processes
6. Ability to develop relationships and understand capacity and technical detail
7. Detailed understanding of procurement processes and market opportunities

Position Description



Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Position Description



Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	
Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	
Environmental Demands	
Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	

Position Description



Health
South Western Sydney
Local Health District

Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	HSM3
State Award	Health Managers (State) Award
Category	Health Manager
Role Title	h-Trak Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	No

Primary Purpose of Role

The h-Trak Manager will provide strategic and operational leadership in the use of, and reporting from, the h-Trak system. The role shall oversee and ensure compliance with the SWSLHD corporate inventory profile and shall manage clinical insight via advanced reporting and clinical engagement. The role will drive consistency and manage related governance and structure to deliver best value for money outcomes from the h-Trak system across SWSLHD.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Qualifications:

Relevant post-graduate qualification or evidence of professional experience in a similar role

Key Accountabilities

1. Work collaboratively to drive change management initiatives relating to clinical procedures and costing identified through insights obtained by collating, integrating and analyzing individual site based h-Trak data
2. Manage the effectiveness and efficiency of the h-Trak system across all users, maintain the corporate catalogue and act as the escalation point for operational issues
3. Monitor, analyse and report on spend per supplier and product categories for all users
4. Ensure SWSLHD achieves best value outcomes by working collaboratively with all stakeholders, informing of contract optimization opportunities whilst maintaining a District approach to cost analysis
5. Refine and maintain both the corporate and end user catalogues , ensuring naming conventions, account codes and standards for data capture are defined and sustained
6. Ensure awarded band levels are maintained and reported and any breaches are followed up with the end user
7. Identify and develop key metrics and reporting tools within h-Trak
8. Monitor, analyse and report on agreed KPIs, ensuring benefits are realised
9. Coordinate flow of related materials between departments and facilities to reduce overstocks, oversupplies and wastage
10. Provide training for all users
11. Ensure catalogue and staff profile updates are processed in a timely manner to minimise service disruptions

Position Description



Health
South Western Sydney
Local Health District

12. Represent SWSLHD on data migration and system integrations into h-Trak

Position Description



Key Challenges

1. Analysis of spend trends and identification of savings and value adding opportunities
2. Identifying, analyzing and solving multi-disciplinary challenges related to h-Trak functionality and deliverables
3. Development of strategies to enhance performance, contract compliance and optimization for all end users

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Manager Supply Services	<ul style="list-style-type: none"> Direct reporting line Escalate and provide regular activity updates
2	SWSLHD Supply Category Managers	<ul style="list-style-type: none"> Provide analysis reports, share information and assist in the resolution of issues related to h-Trak
3	Clinical and Nurse Managers	<ul style="list-style-type: none"> Monitor and review relevant contracts Provide support through training, system maintenance and reporting Respond to queries and redirect, escalate or resolve issues
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> Maintain open communications to maximize savings opportunities and contract leverage
2	Prospitalia h-Trak P/L	<ul style="list-style-type: none"> Updating of staff profiles and corporate catalogues Escalation of system performance issues Assistance with integration of other databases
3	HealthShare NSW	<ul style="list-style-type: none"> Communicate as required in relation to contract updates and catalogue maintenance Ensure pricing in h-Trak aligns with band level awards on state contracts

Position Description



Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and relevant suppliers
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Understanding of supply chain activities and supporting systems
5. Detailed understanding of imprest management
6. Detailed understanding of procurement processes and the interaction with clinical departments
7. Ability to prioritise responsibilities and meet deadlines

Position Description



Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Position Description



Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	
Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	
Environmental Demands	
Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	

Position Description



Health
South Western Sydney
Local Health District

Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	HSM3
State Award	Health Managers (State) Award
Category	Health Manager
Role Title	ICT Category Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	No

Primary Purpose of Role

The ICT Category Manager will coordinate the information management processes related to vendor contracts to achieve the best value for money outcomes and negotiate District wide agreements. The role will identify and implement ICT procurement projects and will liaise with SWSLHD ICT stakeholders and HealthShare NSW to ensure compliance under the state wide ICT Services Prequalification Scheme. The role will oversee supplier engagement through appropriate sourcing channels and will be responsible for contract management across the life of each contract.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Qualifications:

Relevant post-graduate qualification or evidence of professional experience in a similar role

Key Accountabilities

1. Align with NSW Health Procurement procedures related to ICT procurement
2. Identify business needs and specifications and undertake supply market and demand analysis
3. Consult with internal stakeholders and prepare relevant documentation for ICT procurement
4. Prepare clear, concise and complete contract documentation
5. Identify risks and benefits and ensure mitigation processes are documented
6. Adhere to contract management and administration guidelines on key contracts, including recording contract documentation and performance outcomes and managing suppliers to ensure goods, services and projects are delivered in line with the terms and conditions of the contract
7. Prioritise the analysis of ICT products and services to identify opportunities to maximise benefits realization
8. Ensure processes are followed to undertake risk management, audit and review of ICT products and services
9. Provide advice on contracting, procurement, and efficient use of resources for ICT products and services
10. Liaise with suppliers to ensure best value procurement outcomes are achieved
11. Maximise SWSLHD contract leverage
12. Liaise with ICT stakeholders to prepare and plan contract negotiation strategies

Position Description



Key Challenges

1. Identifying savings and value adding opportunities
2. Identifying, analyzing and solving problems and challenges
3. Ensure all ICT procurement aligns with NSW Procurement policy and the ICT Services Prequalification Scheme

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Manager Supply Services	<ul style="list-style-type: none"> • Direct reporting line • Escalate and provide regular activity updates • Align strategic procurement with operational processes, governance and compliance
2	SWSLHD ICT Stakeholders	<ul style="list-style-type: none"> • Partner to develop strategies to optimize procurement outcomes • Share information and assist in best value procurement aligned with policy requirements
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> • Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> • Mutual sharing and communication of information
3	Ministry of Health	<ul style="list-style-type: none"> • Ensure processes align with NSW Health Procurement Policy and directions

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Demonstrated experience in interpreting contract terms and managing vendor performance
2. Demonstrated understanding of the NSW Government ICT Services Prequalification Scheme and the associated Procure IT Framework
3. Proven capacity to develop, implement and promote procurement and category management initiatives
4. Strong analytical skills including the ability to analyse and interpret information, prepare written reports and achieve business focused solutions
5. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and relevant suppliers
6. Ability to analyse and solve complex challenges and problems
7. Experience in reporting and analyzing data to inform decision making

Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	

Position Description



Health

South Western Sydney

Local Health District

Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Position Description



Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations

Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness

Unpredictable People - e.g. Dementia, mental illness, head injuries

Restraining - involvement in physical containment of patients / clients

Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies

Environmental Demands

Dust - Exposure to atmospheric dust

Gases - Working with explosive or flammable gases requiring precautionary measures

Fumes - Exposure to noxious or toxic fumes

Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Hazardous substances - e.g. Dry chemicals, glues

Noise - Environmental / background noise necessitates people raise their voice to be heard

Inadequate Lighting - Risk of trips, falls or eyestrain

Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight

Position Description



Health
South Western Sydney
Local Health District

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	HSM5
State Award	Health Managers (State) Award
Category	Health Manager
Role Title	Manager Supply Services
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	Yes

Primary Purpose of Role

The Manager Supply Services will be responsible for supply chain management across SWSLHD and will drive the development and implementation of procurement strategies for all category management portfolios. The role will ensure procurement category accountability for all non-clinical Health and NSW Whole of Government contracts and will liaise and engage with internal stakeholders, external suppliers, HealthShare NSW and the Ministry of Health. The Manager Supply Services will engage directly with Clinical Directors and Corporate Managers to inform procurement and savings opportunities, partner in change management initiatives and report progress and outcomes to the SWSLHD Executive Leadership Team.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Qualifications:

Relevant post-graduate qualifications or evidence of professional experience in a similar role

Key Accountabilities

1. Strategic procurement planning ensuring compliance with NSW Health Procurement Policy
2. Supply chain management and governance across all category management portfolios
3. Contract management support for all portfolios
4. Vendor performance and relationship management
5. Monitoring of probity compliance for all procurement, contracts and service level agreements
6. Relationship management with HealthShare NSW and Ministry of Health contracts and procurement teams
7. Chair and facilitate SWSLHD Strategic Procurement Advisory Board
8. Delivery of an annual strategic procurement plan with all programs managed and tracked under efficiency improvement project roadmap methodology
9. Spend analysis reporting
10. Ensure systems are in place across SWSLHD to undertake risk management, audit and review of category management systems and processes
11. Provide advice on contracting, procurement, and efficient use of resources for all category management portfolios
12. Optimize opportunities to improve procurement quality, safety and efficiency across all category management portfolios
13. Partner with all stakeholders to drive procurement and savings strategies and deliver value for

Position Description



Health
South Western Sydney
Local Health District

money outcomes

14. Provide advice to the SWSLHD Executive on future procurement direction
15. Membership of various nominated District Committees

Position Description



Health
South Western Sydney
Local Health District

Key Challenges

1. Leading a diversified category management based team
2. Leading discussion with all levels of senior clinical and non-clinical directors and managers
3. Identifying, analyzing and solving problems and challenges
4. Development of strategies to implement best value for money procurement, contracts and service level agreements
5. Continuous achievement of compliance through monitoring of contracts and performance

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Director of Finance & Corporate Services	<ul style="list-style-type: none"> • Direct reporting line • Escalate and provide regular activity updates • Align strategic procurement with financial objectives and report on opportunities, strategies and outcomes
3	SWSLHD Stakeholders	<ul style="list-style-type: none"> • Monitor and review relevant contracts and advise updates and amendments • Partner and develop strategies to optimize procurement outcomes
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> • Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> • Ensure procurement strategies align with NSW Health Procurement Policy
3	Ministry of Health	<ul style="list-style-type: none"> • Ensure processes align with policy and directions

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and external stakeholders
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Demonstrated understanding of financial and contract management
5. Understanding of supply chain activities and supporting systems
6. Ability to influence stakeholders in procurement processes
7. Ability to develop relationships and understand capacity and technical detail
8. Detailed understanding of procurement processes and market opportunities
9. Demonstrated system implementation and management experience

Position Description



Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Position Description



Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	
Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	
Environmental Demands	
Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	

Position Description



Health
South Western Sydney
Local Health District

Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health

South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	SP3
State Award	Health Employees Pharmacists (State) Award
Category	Pharmacist
Role Title	Pharmaceutical Optimisation Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	No

Primary Purpose of Role

The Pharmaceutical Optimisation Manager will lead the systems and processes for pharmaceutical procurement across SWSLHD, including rebate schemes and contracts and will optimize opportunities for quality, safety and efficiency improvements. The role will identify and realise potential areas for investment/disinvestment in relation to the quality use of pharmaceuticals. The role will ensure accountability across NSW Whole of Health pharmaceutical contracts and will liaise and engage with internal pharmacy stakeholders, external suppliers, HealthShare NSW and the Ministry of Health.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Registration:

Relevant Authority??

Key Accountabilities

1. Develop a Pharmaceutical Optimisation strategy dedicated to a patient focused approach
2. Undertake drug utilization reviews and quality improvement processes to ensure budgetary constraints are met
3. In consultation with the SWSLHD Drug Committee, identify and critically appraise complex clinical data to produce evidence based clinical guidelines and listing on the SWSLHD drug formulary
4. Prioritise the analysis of pharmaceutical products to identify opportunities to maximise benefits realization
5. Ensure processes are followed to undertake risk management, audit and review of pharmaceutical products management systems
6. Provide advice on contracting, procurement, and efficient use of resources for pharmaceutical products
7. Optimize opportunities to improve pharmaceutical product quality, safety and efficiency
8. Present high level reports to the Manager Supply Services detailing performance against KPIs
9. Review pharmaceutical product usage with Pharmacy Directors and provide options for product rationalization
10. Liaise with suppliers to ensure best value procurement outcomes are achieved
11. Maximise SWSLHD contract leverage
12. Liaise with Pharmacy Directors and Clinical Governance to ensure relevant pharmaceutical safety alerts are implemented appropriately

Position Description



Key Challenges

1. Analysis of spend trends and identification of savings and value adding opportunities
2. Identifying, analyzing and solving problems and challenges
3. Working with multiple stakeholders within multidisciplinary teams

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Manager Supply Services	<ul style="list-style-type: none"> Direct reporting line Escalate and provide regular activity updates Align strategic procurement with operational processes, governance and compliance
2	SWSLHD Pharmacy Directors	<ul style="list-style-type: none"> Provide guidance on strategies to achieve best value outcomes Share information and assist in best value procurement with a patient centred focus
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> Mutual sharing and communication of information
3	Ministry of Health	<ul style="list-style-type: none"> Ensure processes align with NSW Health Procurement Policy and directions

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Demonstrated experience working in a clinical environment
2. Demonstrated experience in pharmacoeconomics, financial and contract management
3. Demonstrated experience in pharmaceutical supply chain implementing, maintaining and improving supporting systems
4. Demonstrated experience in critical literature and drug utilization evaluation, change management, research and quality assurance activities
5. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and relevant suppliers
6. Ability to analyse and solve complex challenges and problems
7. Experience in reporting and analyzing data to inform decision making

Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	

Position Description



Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Position Description



Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations

Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness

Unpredictable People - e.g. Dementia, mental illness, head injuries

Restraining - involvement in physical containment of patients / clients

Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies

Environmental Demands

Dust - Exposure to atmospheric dust

Gases - Working with explosive or flammable gases requiring precautionary measures

Fumes - Exposure to noxious or toxic fumes

Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Hazardous substances - e.g. Dry chemicals, glues

Noise - Environmental / background noise necessitates people raise their voice to be heard

Inadequate Lighting - Risk of trips, falls or eyestrain

Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight

Position Description



Health
South Western Sydney
Local Health District

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health

South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	NM3
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing Midwifery/Nurse Manager
Role Title	Prostheses Category Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	No

Primary Purpose of Role

The Prostheses Category Manager will be responsible for managing all new prosthetic technology introduced to procedural areas. The role will manage category accountability across all implant specialties, maximizing NSW Whole of Health contracts and non-contracted prosthetic agreements. A key requirement of the role will be to engage with the clinical stakeholders via h-Trak reporting on implant and prosthetic usage and expenditure.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Registration:

Current authority to practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Key Accountabilities

1. Prioritise the analysis of implants and prosthetics to identify opportunities to maximize benefits realization
2. Ensure processes are followed to undertake risk management, audit and review of implant and prosthetic management systems
3. Provide advice on contracting, procurement and efficient use of resources for implant and prosthetic products
4. Optimize opportunities to improve quality, safety and efficiency
5. Present high level reports to the Manager Supply Services detailing performance against KPIs
6. Review product usage with clinical departments and provide options for product rationalization
7. Liaise with suppliers to ensure best value procurement outcomes are achieved
8. Maximise SWSLHD contract leverage
9. Report on sourcing opportunities in the market
10. Liaise with HealthShare NSW to ensure awarded band level pricing aligns with state contracts
11. Identify and implement value add opportunities
12. Work collaboratively to drive change management initiatives relating to implant and prosthetic procedures and costing identified through insights obtained by collating, integrating and analyzing individual site based system data

Position Description



Health
South Western Sydney
Local Health District

Key Challenges

1. Analysis of spend trends and identification of savings and value adding opportunities
2. Identifying, analyzing and solving problems and challenges
3. Development of strategies to resolve implant and prosthetic product management issues with the key internal stakeholders

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Manager Supply Services	<ul style="list-style-type: none"> • Direct line reporting • Escalate and provide regular activity updates • Align strategic procurement with operational processes, governance and compliance
2	Clinical and Nurse Managers	<ul style="list-style-type: none"> • Monitor and review relevant contracts • Partner to develop strategies to optimize procurement outcomes
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> • Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> • Ensure awarded band level pricing aligns with state contracts
3	Ministry of Health	<ul style="list-style-type: none"> • Ensure processes align with NSW Health Procurement Policy and directions

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and relevant suppliers
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Understanding of supply chain activities and supporting systems
5. Ability to influence clinical stakeholders in procurement processes and product rationalization
6. Ability to develop relationships and understand clinical capacity and technical product detail
7. Detailed understanding of procurement processes and the interaction with clinical departments

Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	

Position Description



Health

South Western Sydney

Local Health District

Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Position Description



Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations

Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness

Unpredictable People - e.g. Dementia, mental illness, head injuries

Restraining - involvement in physical containment of patients / clients

Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies

Environmental Demands

Dust - Exposure to atmospheric dust

Gases - Working with explosive or flammable gases requiring precautionary measures

Fumes - Exposure to noxious or toxic fumes

Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Hazardous substances - e.g. Dry chemicals, glues

Noise - Environmental / background noise necessitates people raise their voice to be heard

Inadequate Lighting - Risk of trips, falls or eyestrain

Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight

Position Description



Health
South Western Sydney
Local Health District

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	HSM3
State Award	Health Managers (State) Award
Category	Health Manager
Role Title	Senior Corporate Category Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	Yes

Primary Purpose of Role

The Senior Corporate Category Manager will lead the Corporate Category team in the development of strategies to optimize opportunities to achieve improvements in quality, safety and efficiency. The role will ensure corporate category accountability for all non-clinical Health and NSW Whole of Government contracts and will liaise and engage with internal stakeholders, external suppliers, HealthShare NSW and the Ministry of Health. The Senior Corporate Category Manager will be responsible for the identification and administration of continual corporate improvement projects.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Qualifications:

Relevant post-graduate qualifications or evidence of professional experience in a similar role

Key Accountabilities

1. Prioritise the analysis of corporate procurement categories to identify opportunities to maximise benefits realization
2. Ensure processes are followed to undertake risk management, audit and review of corporate management systems
3. Provide advice on contracting, procurement, and efficient use of resources for corporate category management
4. Optimize opportunities to improve corporate procurement quality, safety and efficiency
5. Present high level reports to the Manager Supply Services detailing performance against KPIs
6. Liaise with suppliers to ensure best value procurement outcomes are achieved
7. Maximise SWSLHD contract leverage
8. Report on sourcing opportunities in the market
9. Liaise with HealthShare NSW and the Ministry of Health to ensure corporate procurement strategies align with non-clinical Health and Whole of Government contracts and NSW Health Procurement Policy and directions
10. Identify and implement value add opportunities

Position Description



Health
South Western Sydney
Local Health District

Key Challenges

1. Analysis of spend trends and identification of savings and value adding opportunities
2. Identifying, analyzing and solving problems and challenges
3. Development of strategies to implement best value for money corporate agreements with the key stakeholders
4. Continuous achievement of compliance through monitoring of contracts and performance

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Manager Supply Services	<ul style="list-style-type: none"> • Direct line reporting • Escalate and provide regular activity updates • Align strategic procurement with operational processes,
2	SWSLHD Corporate Category Managers	<ul style="list-style-type: none"> • Provide leadership and guidance on strategies to achieve best value outcomes within each portfolio • Share information and assist in the resolution of issues
3	SWSLHD Stakeholders	<ul style="list-style-type: none"> • Monitor and review relevant contracts and advise updates and amendments • Partner and develop strategies to optimize procurement outcomes
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> • Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> • Ensure procurement strategies align with relevant corporate state and health contracts
3	Ministry of Health	<ul style="list-style-type: none"> • Ensure processes align with NSW Health Procurement Policy and directions

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and external stakeholders
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Understanding of supply chain activities and supporting systems
5. Ability to influence stakeholders in procurement processes
6. Ability to develop relationships and understand capacity and technical detail
7. Detailed understanding of procurement processes and market opportunities

Position Description



Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Position Description



Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	
Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	
Environmental Demands	
Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	

Position Description



Health
South Western Sydney
Local Health District

Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	HSM4
State Award	Health Managers (State) Award
Category	Health Manager
Role Title	Special Services Category Manager
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number	
Cost Centre Number	485042
Does this role manage or supervise others?	No

Primary Purpose of Role

The Special Services Category Manager will be responsible for managing all large scale commercial contracts. The role will manage all commercial categories, maximizing NSW Whole of Health contracts and non-contracted agreements. A key requirement of the role will be to engage with all stakeholders, including HealthShare NSW and the Ministry of Health, aligning with procurement strategies and policy.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



Health
South Western Sydney
Local Health District

Essential Requirements

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Qualifications:

Relevant post-graduate qualification or evidence of professional experience in a similar role

Key Accountabilities

1. Prioritise the analysis of commercial opportunities to maximize benefits realization
2. Ensure processes are followed undertake risk management, audit and review of commercial contracts and services
3. Provide advice on contracting, procurement and efficient use of resources for commercial agreements
4. Optimize opportunities to improve quality, safety and efficiency
5. Present high level reports to the Manager Supply Services detailing performance against KPIs
6. Review contract compliance with internal stakeholders and commercial partners
7. Liaise with commercial partners to ensure best value procurement outcomes are achieved
8. Maximise SWSLHD contract leverage
9. Report on sourcing opportunities in the market
10. Liaise with HealthShare NSW and Ministry of Health to ensure compliance with NSW Health's procurement strategies and policy
11. Identify and implement value add opportunities
12. Identify opportunities to drive change management initiatives and develop strategies to implement commercial partnerships

Position Description



Key Challenges

1. Identifying commercial opportunities that will deliver savings/revenue to SWSLHD
2. Identifying, analyzing and solving problems and challenges
3. Development of strategies to engage internal stakeholders and commercial partners in the delivery of value for money outcomes

Key Relationships

<i>Who</i>		<i>Why?</i>
Internal Relationships		
1	SWSLHD Manager Supply Services	<ul style="list-style-type: none"> • Direct reporting line • Escalate and provide regular activity updates • Align strategic procurement with operational processes,
2	SWSLHD Internal Stakeholders	<ul style="list-style-type: none"> • Monitor and review commercial contracts • Partner to develop strategies to optimize procurement outcomes
Does this role routinely interact with external Stakeholders? Yes		
1	Suppliers	<ul style="list-style-type: none"> • Maintain open communications to maximize savings opportunities and contract leverage
2	HealthShare NSW	<ul style="list-style-type: none"> • Liaise to ensure local processes align with policy • Liaise to ensure commercial engagements do not contravene current state contracts/prequalification schemes
3	Ministry of Health	<ul style="list-style-type: none"> • Ensure processes align with NSW Health Procurement Policy and directions

Position Description



Health
South Western Sydney
Local Health District

Selection Criteria

1. Highly developed communication and interpersonal skills including the ability to consult, negotiate, influence and liaise effectively with people at all levels of the organization and relevant suppliers
2. Ability to analyse and solve complex challenges and problems
3. Experience in reporting and analyzing data to inform decision making
4. Understanding of supply chain activities and supporting systems
5. Ability to influence stakeholders in procurement processes and product rationalization
6. Ability to develop relationships and understand capacity and technical service detail
7. Detailed understanding of procurement processes and the interaction with SWSLHD departments

Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	

Position Description



Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	

Position Description



Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Psychosocial Demands

Distressed People - e.g. Emergency or grief situations

Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness

Unpredictable People - e.g. Dementia, mental illness, head injuries

Restraining - involvement in physical containment of patients / clients

Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies

Environmental Demands

Dust - Exposure to atmospheric dust

Gases - Working with explosive or flammable gases requiring precautionary measures

Fumes - Exposure to noxious or toxic fumes

Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE

Hazardous substances - e.g. Dry chemicals, glues

Noise - Environmental / background noise necessitates people raise their voice to be heard

Inadequate Lighting - Risk of trips, falls or eyestrain

Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight

Position Description



Health
South Western Sydney
Local Health District

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

Proposed Organisational Structure – Supply Services SWSLHD

