

Position Description

Position Title:	Procurement Category Manager - Medical	Function:	Procurement
Reports To:	Procurement Manager - Medical	Location:	National Support Office, Auckland
Direct Reports:	0	Date:	September 2025

Role Purpose:

The procurement function is a strategic business partner to 10 wholly owned, 6 JV hospitals and 6 specialist Centres that form the Southern Cross Healthcare group.

The purpose of the role is to perform a range of category management functions for allocated medical categories. The role will:

- Develop and execute the category strategy
- Develop sourcing plans for each sub category under their remit
- Perform analysis to support procurement strategy, planning and initiatives
- Develop deep market understanding for the sub categories under their remit
- Develop and manage stakeholder relationships – particularly relationships within the hospitals.
- Negotiate and manage contracts as appropriate, supported by the Procurement Manager
- Working with the other category managers to maintain an appropriate programme for SRM for the category/portfolio of suppliers
- Contribute to procurement strategy across specific categories, including prioritisation of initiatives
- Manage key Suppliers

Key Relationships:

Internal

- National Support Office Procurement team, Legal team, Supply Chain team, Finance team, Clinical Quality & Risk team
- SLT management and key clinical stakeholders within the wider Southern Cross Healthcare network.

External

- Maintain and develop excellent supplier relationships to maximize business opportunities and product support.

Key Responsibilities and Tasks	Expected Outcomes
<p>Sourcing and Category Management</p> <p>Undertake needs analysis for procurement initiatives (customer needs analysis and market analysis).</p>	<p>Comprehensive needs, supply chain and market analysis informs procurement strategies.</p>
<p>In conjunction with Procurement Manager develop Category strategies so that commercial and non commercial benefits and outcomes are maximised and risks appropriately mitigated.</p>	<p>National approach is actively promoted to optimise outcomes and benefits and achieve standardisation.</p> <p>Category strategies are thoughtful, fit for purpose and seek to optimise the end to end supply chain and maximise commercial and non-commercial outcomes.</p> <p>Risks are understood and appropriate controls are in place to manage these.</p> <p>Policy and process is reflective of interactive and consultative business approach.</p>
<p>Plan and execute the Category strategy, including the development and drafting of all associated documentation (EOI, RFx, Commercials).</p>	<p>RFx and commercial documents are comprehensive, fit for purpose and of a consistently high quality.</p> <p>Procurement projects are well planned and effectively and efficiently executed across the parameters of scope, time, cost and quality.</p>
<p>Manage stakeholders (customer, legal, supplier, other interested parties) to ensure successful outcomes.</p>	<p>Stakeholders are engaged and support the procurement strategy and its execution.</p> <p>Relationships are effective, and roles and responsibilities are clear to stakeholders.</p>
<p>Negotiate and finalise commercial documentation.</p>	<p>Contracts are performance based and include clear and measurable performance indicators and expectations, roles and responsibilities.</p> <p>Legal advice and support is sought on documentation, probity matters and risk and informs decision making.</p> <p>Negotiated outcomes maximise the commercial and non-commercial benefits (including risk reduction) for hospitals.</p> <p>Individual benefits and cost savings targets are achieved.</p>
<p>Prepare and present recommendations for submission and approval.</p>	<p>Business papers and recommendations are accurate, timely and of a consistently high quality standard.</p> <p>All relevant Procurement policies and methodologies are adhered to throughout the procurement lifecycle.</p>
<p>Manage the transition and implementation of incoming and outgoing commercial arrangements.</p>	<p>All supporting documentation required to compile an accurate Implementation are provided and commercial implementation of the project is seamless.</p> <p>High stakeholder understanding and awareness of procurement activity, process and value.</p>

Ensure financial analysis is sound.	Opportunities are identified and capitalised upon Sound financial modelling to enable effective decision making.
Benefit Realisation Ensure savings opportunities are identified at a local and regional level.	Savings and benefits are accurately measured.
Ensure all savings opportunities are realised by efficient execution of contract.	Engaged and satisfied customer groups.
Supplier Relationship Management (including contract performance management) Manage contract performance and compliance of nominated suppliers.	High level of supplier engagement and understanding of SCHL and hospital business drivers, expectations and requirements. Contract performance outcome based, measurable and monitored (data driven discussions). High compliance to contract (supplier delivery and internal stakeholder).
Maintain an appropriate programme for SRM for the category/portfolio of nominated suppliers.	High level of stakeholder engagement in SRM, with clear understanding of roles and responsibilities. Business plan in place with appropriate suppliers.
Drive benefits, including cost savings, where appropriate, through the SRM programme.	Demonstrable value, business improvements and cost savings achieved with suppliers.
Market Intelligence and Analysis Analyse the structure and business and cost drivers of key markets, industries and suppliers.	Structure, business and cost drivers of key markets, industries and suppliers is understood and shared informs business decision making.
Keep abreast of market changes and developments and develop strategies to capitalise on these.	Supplier intelligence is maintained and this information is used to inform strategy development and negotiations.
Maintain supplier intelligence to inform strategy development and decision making.	Market and supplier intelligence is shared across the team.

<p>Performance Reporting and Administration</p> <p>Prepare relevant business papers and reports.</p> <p>Document and communicate benefits achieved.</p> <p>Documentation (RFx and contract) is completed, auditable and registered.</p>	<p>Business papers and reports are timely, accurate and of a high quality standard.</p> <p>Benefits achieved are documented, communicated and reported.</p> <p>Documentation is accurate, complete and auditable.</p> <p>Currency of contract information is maintained.</p>
<p>Relationship Management</p> <p>Develop and maintain effective relationships within hospitals at all levels to foster and encourage collaboration.</p>	<p>Quality business relationships are in place and demonstrable with hospitals.</p> <p>Value of procurement, and need for a more strategic approach to procurement, is well understood within hospitals.</p>
<p>Develop and maintain effective relationships with other stakeholders to optimise the outcomes and mitigate risk to procurement initiatives.</p>	<p>Demonstrable relationships with other stakeholders visible in results.</p> <p>Positive customer and stakeholder feedback recognising effectiveness and contribution.</p>
<p>Maintain strong relationships across the Supply Chain and CPMs to ensure and optimise an end to end approach to procurement activities.</p>	<p>Demonstrable working relationships and communication across the supply chain, visible in end to end focus and outcomes.</p>
<p>Be an effective change agent in supporting new initiatives.</p>	
<p>Leadership, Team Work & Continuous Improvement</p> <p>Demonstrate leadership and team work across the business.</p>	<p>Demonstrates healthy relationships across the entire team and actively works to improve processes and develop capability.</p> <p>Actively develops relationships and communicates with key supply chain partners to optimise end to end outcomes.</p> <p>Demonstrates appropriate leadership within the role, shows initiative and leads by example.</p>

<p>Strives to continuously improve work practices and processes.</p>	<p>Demonstrates a commitment to continuous improvement by identifying, developing and disseminating new initiatives and ideas.</p> <p>Lessons from procurement initiatives are documented and shared across the team.</p>
<p>Professional Development</p> <p>Accept responsibility for own professional development.</p>	<p>Development and training plans are in place.</p>
<p>Annually agree professional development plan with your Manager.</p>	
<p>Successfully complete formal training and share knowledge to upskill other team members.</p>	<p>Knowledge sharing among team members</p>
<p>Liaise with all customers (internal and external) as required in a helpful and polite manner.</p>	<p>Spirit of co-operation with other work areas/departments is maintained.</p>
<p>Health, Safety and Wellbeing</p> <p>Support SCHL health, safety and wellbeing culture and recognize individual responsibility under the Health & Safety at Work (HSAW) Act 2015.</p>	<p>Support SCHL health, safety and wellbeing culture by:</p> <ul style="list-style-type: none"> • Ensuring a safe working environment and safe working practices • Reading and understanding SCHL Health and Safety policies and relevant procedures and applying to own work activities • Identifying, reporting & managing hazards where appropriate • Displays commitment through actively supporting all health, safety and wellbeing initiatives
<p>Commitment to the principles of Treaty of Waitangi, Cultural Safety & Diversity and Honoring Diversity</p>	<p>Demonstrates a commitment to the Te Tiriti o Waitangi obligations, through respect, sensitivity and cultural awareness as evidenced in interpersonal relationships.</p> <p>Honour diversity by acknowledging and respecting others spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.</p>
<p>Commitment to the Environment, Social and Governance (ESG)</p>	<p>Engages in sustainable practices whenever possible. Employee tries to reduce the environmental impact of their work and take an active role to initiate change to meet Southern Cross's ESG (Environmental, Social and Governance) commitments. Employee actively engages to improve their knowledge regarding sustainable practices whenever possible.</p>

General	<p>Adheres to and observes all organisational policies, methodologies and practices.</p> <p>Other duties as required in addition to or as a result of changing circumstances, that contributes to achieving the purpose of the role</p>
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Values and Behaviours:

Team work: We will work together because we know that a strong team will always outperform strong individuals.

Responsibility: We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

Respect: We will act fairly in a culture of mutual trust and respect.

Aspiration: We will aspire to be the best we can be. We will recognise and celebrate success.

Role Specific Knowledge, Skills & Experience:

Essential

- Business degree or equivalency in experience.
- 4+ years commercial experience (sourcing and category management).
- Sound knowledge and understanding of procurement processes.
- 3+ years proven negotiation and contract management experience.
- Excellent relationship management skills with a proven ability to build and maintain effective business relationships in a complex environment.
- 1+ years relationship management experience.
- Demonstrable analytical skills and experience.
- Basic knowledge of market and business drivers.
- Developing financial literacy and an affinity with numbers.
- Sound verbal and written communication skills.
- Demonstrable presentation skills.
- Understanding of Supplier Relationship and Performance Management principles and experience in driving tangible value through supplier relationships.

Desirable

- Business, economics, finance, supply chain or procurement qualifications.
- Exposure or experience in the health sector.
- Good levels of commercial acumen.
- Developing knowledge of contract law and experience in developing commercial documents.
- Good understanding of end-to-end business processes.
- Demonstrable business writing skills.

Signed as current and agreed:

Manager

Employee