



ASSISTANT DIRECTOR, CLINICAL CONTRACTS & PROCUREMENT

DUTY STATEMENT

Job Title:	Assistant Director, Clinical Contracts & Procurement
APS Level:	Executive Level 1
Section:	Communications & Operations
Location:	Various
Immediate Supervisor:	Director Communications & Operations

DUTIES

In accordance with the principles of workplace diversity, Work Health and Safety, participative work practices, APS values and APS Employment Principles the Assistant Director, Clinical Contracts & Procurement is responsible to the National Director, Communications & Operations for the following duties:

- Work in partnership with DVA Contracts, Procurement, and Legal Services to provide accurate advice to business areas regarding Mental Health and Wellbeing Service Division contracts and procurement activities, and develop Mental Health and Wellbeing Service Division contracts and procurement documentation (excluding Personnel and Property contracts).
- Act as the liaison point with external stakeholders for Mental Health and Wellbeing Service Division contracts and procurement (excluding Personnel and Property contracts).
- Coordinate the development Mental Health and Wellbeing Service Division clinical support service contracts and other Open Arms contracts (excluding Personnel and Property contracts) in collaboration with business area subject matter experts.
- Coordinate the development of Mental Health and Wellbeing Service Division Request for Tender documentation in collaboration with business area subject matter experts. This includes but is not limited to managing the development of the Joint Service Support Agreement, and undertaking contract management and stakeholder engagement with the Department of Defence.

- Actively promote a culture of continuous quality improvement within Mental Health and Wellbeing Service Division and develop systems and processes monitor contract deliverables and to reduce red tape.
- Coordinate and contribute to the development of complex advice, briefings, papers, submissions and correspondence for use in both internal and external decision-making forums.
- Lead the building and sustaining of relationships with internal and external stakeholders to further Mental Health and Wellbeing Service Division and DVA's objectives as part of the Government's broader business.
- Provide supervision, mentoring and coaching for direct reports to effectively manage performance and encourage professional growth.
- Support an environment that encourages a willingness to adopt participative work place practices in line with policies of WHS, Workplace Diversity and the Australian Public Service values, Employment Principles and the APS Code of Conduct.

HIGHLY DESIRABLE SKILLS AND EXPERIENCE

There are no mandatory clinical qualifications required, though clinical experience at a senior management level is highly desirable. Qualifications in Psychology, social sciences, or a related field are highly desirable. The ideal candidate will have project management qualifications, procurement, contract management and stakeholder engagement experience, as well as relevant experience in data analysis and reporting, leadership and management within the Australian Public Service.

SELECTION CRITERIA

Your application will be assessed against the Executive Level 1 Integrated Leadership System (ILS)

Shapes strategic thinking

This role forms part of the Open Arms National Operations leadership team. It requires a demonstrated ability to achieve the strategic aims of an organisation at a corporate and a local level, to inspire a sense of purpose, to harness information and opportunities, and show a well-developed sense of judgement.

Achieves results

Ability to organise and adapt to a dynamic workload, operate effectively under pressure to meet deadlines. The ability to build and support teams, to respond effectively to competing priorities and ensure positive outcomes are critical.

Cultivates productive working relationships

Team player who is able to work proactively and with limited supervision in a small, dispersed team to deliver quality outcomes.

Exemplifies personal drive and integrity

A knowledge of and demonstrated commitment to the principles and practices of quality, workplace diversity, WHS and participative work practices and a principled approach to the APS Values and Code of Conduct at all times. In a constantly changing environment you will need to show resilience and a strong commitment to learning and self-development, embracing challenging new opportunities and leading by example.

Communicates with influence.

Highly developed communication skills including liaison, writing and negotiation skills that enable significant partnerships with clients and stakeholders. Proven ability to communicate messages confidently, listen to responses and respond accordingly. Experience in the development of complex policy and management of projects and programs, demonstrated attention to detail, and the ability to prepare complex written reports.

To learn more about the ILS click [here](#).

STATEMENT OF CLAIMS

Candidates apply by submitting an up 1,000 word pitch.

Candidates' pitch should outline their skills, knowledge and experience and why they should be considered for the role taking into consideration the duty statement and selection criteria.

Your application will be assessed against APS EL1 Integrated Leadership System (ILS).

HOW TO APPLY

- Open Arms labour hire vacancies are advertised on job advertising websites and through recruitment agencies.
- We recruit through several agencies within the location of the advertised role, so you may see our jobs listed on a number of different websites. This allows you to choose the agency you want to register with.
- To apply for this role, please choose a recruitment agency advertising this position, and follow their application process.