

Position Description

Employment Agreement:	South Island Administrative MECA
Position Title:	Master Data Administrator
Service & Directorate:	Supply Chain/ Procurement
Location:	Dunedin/Invercargill
Reports to:	Supply Chain Manager
DHB Delegation Level:	n/a
Number of direct reports:	nil
Date:	April 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
To be responsible for the Supply Chain support activities around master data maintenance in an accurate, timely and efficient manner to ensure the successful operation of the local Finance Procurement Information Management (FPIM) local operating model.
To liaise with all members of the procurement and supply teams and provide support to meet combined objectives.
To support the delivery of the procurement and supply chain strategies and objectives across the Southern district.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Management Competencies	
Business Acumen	Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization.
Planning	Accurately scopes out length and difficulty of task and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals, evaluates results.
Process Management	Good at figuring out the process necessary to get things done; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it.
Business Relationships	Ability to relate well to a wide range of people.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • All Southern DHB staff clinical and non-clinical 	<ul style="list-style-type: none"> • Suppliers and service providers
<ul style="list-style-type: none"> • Supply Administrator 	<ul style="list-style-type: none"> • DHB Patients and customers
<ul style="list-style-type: none"> • Clinical Product Coordinators 	<ul style="list-style-type: none"> • Onelink
<ul style="list-style-type: none"> • Procurement / Supply Staff 	<ul style="list-style-type: none"> • NZHP, MBIE & PHARMAC

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)		<ul style="list-style-type: none"> NCEA Level Two or equivalent
Experience	<ul style="list-style-type: none"> Minimum of three years experience data processing. Understanding of Supply Chain processes Understanding of ERP's (Purchasing systems) 	<ul style="list-style-type: none"> Experience with spreadsheets Experience using Oracle FMIS;
Knowledge and Skills	<ul style="list-style-type: none"> Computer literate Understands Cost – Benefit analysis Demonstrable skills with MS Excel / Word Systems / policy focus Systems / logical based approach to problem solving and processes 	
Personal Qualities	<ul style="list-style-type: none"> Innovative and self motivated Ability to be goal orientated and customer focused Ability to deal with people and work as part of a busy team Ability to organise an effective work schedule High levels of honesty, integrity and confidentiality 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Procurement / Purchasing	
<ul style="list-style-type: none"> All item master data maintenance in FPIM (Oracle) for Southern DHB. Maintenance of price schedules and contract terms. Liaison with Onelink for catalogue synchronisation and data matching. Work with Southern DHB Clinical Product Coordinators on item set up and maintenance. Work with Southern DHB Procurement Team to resolve price queries. Work with Southern DHB Supply Team and Pharmacy Teams communicating master data changes. Work with FPIM Master Data Management Team. 	<ul style="list-style-type: none"> Changes and new item additions dealt with in an accurate and timely fashion. Achieve FPIM accreditation in Master Data Management. Confirm master data changes in an effective way to enable system end users to undertake their duties in a safe and effective manner.

Relationship Management	
<ul style="list-style-type: none"> • Ensure that networks are created with internal staff so that procurement policies and processes are understood and followed and provide any training support / facilitation for this • Develop effective external relationships with Suppliers and Onelink. 	<ul style="list-style-type: none"> • Effective networks established • Supply Chain performance maintained
Living Southern DHB Values	
Proactively demonstrating Southern DHB values in all aspects of the role.	<ul style="list-style-type: none"> • Demonstrates behaviours that we want to see from each other, at our best. • Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up. • Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.
Other Duties	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered.
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annual with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> • <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work

	<p>hard to remove barriers of access to health and education.</p> <ul style="list-style-type: none"> • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

For Job Evaluation Purposes: (As per the current Southern DHB Delegation of Authority Policy)

Number of direct reports: none :
 Southern DHB Delegation of authority (level 1 – 5) : none

Staff Authority

Authority to engage, promote, discipline and dismiss staff

No authority:
 Authority to engage, promote, discipline/dismiss direct reports with consultation of manager: NO
 Ultimate authority, engage, promote, discipline and dismiss staff at any level below his/her own: NO

Contractual Authority

Authority to enter into agreements or contracts on behalf of the Southern DHB

- Limited: NO
- Long term \$1.5 to \$3 million NO
- Long term in excess \$3 to \$7.5 million NO

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:

Example: the end result -policy framework are defined but independent thought is necessary to co-ordinate conflicting demand and to optimise efficiency, or while end result defined means of achieving end result is unspecified

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Freedom To Act

Guidelines available to assist job holder to make decisions e.g. policy documents, standard procedures. This factor assesses the extent to which the role is supervised and/or monitored as well as the amount of guidance available

Example: determines own strategies, little guidance – minimal guidance, large degree of independence – close supervision

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Financial Responsibilities

- Controls a budget no
- Maximum that may be spent without reference to manager nil
- Jobholder can spend unbudgeted capital- no.
- Jobholder is responsible for committing the organisation to long-term contracts no.
- Jobholder signs correspondence for Company yes.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date