Position Description

Position Title	Category Manager
Classification & Salary Range	Grade 4
Agreement Name	Administrative Officers (10) Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Position Reports To	Associate Director Supply
Last Updated	5.11.2026

Position Purpose

The Category Manager at Eastern Health will negotiate and deliver significant savings adding value to the organisation. The role will meet an increased requirement for supplier oversight and support by the Supply Department of procurement processes across the health service, in relation to sourcing products in accordance with Eastern Health and Health Share Victoria (HSV) policies.

Major Duties and Responsibilities

1. Directly responsible for one or more category and/or supplier negotiations to achieve best value for money, goods and services.
2. Review non-contract and contract expenditure and undertake spend analytics across categories to identify sourcing opportunities supported by sound commercial rationale.
3. Review and capture all the negotiated value from all HSV or EH contracts for products by monitoring and managing contract compliance.
4. Develop and monitor Category and Supplier Relationship Management plans, including appropriate performance reviews and management of Key Performance Indicators (KPIs), to ensure Eastern Health receives high levels of service and value from its suppliers.
5. Engage with key stakeholders and develop communication plans to inform relevant parties of activities/changes associated with category management.
6. Undertake duties/projects as deemed appropriate by the Associate Director Supply.

Key Selection Criteria

Essential

- Proven strong negotiation skills delivering significant savings and value.
- Demonstrate commitment to high quality, client-focussed service.
- Extensive analytical skills and a proven track record in identifying commercial opportunities.
- Excellent interpersonal skills and ability to influence stakeholders to meet performance requirements.
- Clearly demonstrable problem-solving abilities.
- Being able to work autonomously to meet deadlines and goals.
- Ability to use all standard information technology applications

Desirable

- Tertiary and/or post graduate qualification Procurement, Supply Chain or related discipline
- In depth knowledge and understanding of products and services used in Health Sector

KPIs & Key Deliverables

- Deliver significant savings whilst achieving value, through contract negotiation.
- Develop and implement contract management plans for allocated categories.
- Conduct regular contract management meetings in line with the contract management plan.
- Ensure EH compliance with HSV collective sourcing initiatives and legislated policies.
- Identify sourcing opportunities to capture additional value within Eastern Health spend and all HSV or EH contracts.

Eastern Health's Promise

Our promise to our communities, patients, consumers and staff is that we will be HEALTHIER TOGETHER. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future. Read more about Eastern Health's strategic goals here.

Our Commitment to Diversity, Equity and Inclusion 

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and Torres Strait Islander people, people from the LGBTIQA+ community, people living with disability and those from a culturally and linguistically diverse background are strongly encouraged to apply.

For more information, please click here.

Aboriginal and Torres Strait Islander Candidates

Eastern Health's First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical support for all Aboriginal and Torres Strait Islander people.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following to uphold Eastern Health's Promise and Values:

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring an improvement
- Comply with legislation and accreditation standards
- Ensure service and care are consistent with the Eastern Health approach to patient and family centred care
- Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. For more information, please click here.

Occupational Health and Safety, Quality and Improvement

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards

- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position.

For more information about Quality and Safety please click here and for Staff Wellbeing please click here.

Final Note

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against influenza prior to commencing employment.

Application Support

If you need support or adjustments during the application or recruitment process, please contact the hiring manager or our Talent Acquisition team on (03) 9955 7555 (option 1). For current employees please select option 2.

Candidate Statement

I _____ have read, understood and accepted the above position description and associated attachments.

Signed: _____ Date: _____