

# Position Description

<b>Title</b>	Procurement Specialist
<b>Position Location</b>	Central
<b>Reports to</b>	Business Analyst
<b>Direct Reports</b>	Nil
<b>Classification</b>	Hay Grade 15
<p>The Childcare and Kindergarten Association Limited (C&amp;K) is a not-for-profit early childhood provider with around 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&amp;K's vision is to be Queensland's pre-eminent provider of early education and care.</p> <p>Our values:</p> <ul style="list-style-type: none"> <li><i>we put children first</i></li> <li><i>we respect each other</i></li> <li><i>we work with integrity and strive for excellence in everything we do</i></li> </ul> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.</p>	
<b>Purpose</b>	To support the achievement of C&K's corporate goals through the development, implementation and monitoring of specialist procurement policies and processes.
<b>Key accountabilities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>Develop and maintain strong relationships with internal customers and suppliers.</li> <li>Provide excellent customer service.</li> <li>Comply with C&amp;K policies and procedures.</li> <li>Balance C&amp;K's financial, operational and strategic objectives.</li> </ul> <p><b>Category Management</b></p> <ul style="list-style-type: none"> <li>Engage widely across the business to understand the operational and purchasing requirements of different business units, service types and geographical areas.</li> <li>Develop and deliver appropriate procurement strategies for selected expenditure categories based on agreed business objectives</li> </ul> <p><b>Supplier Relationship Management</b></p> <ul style="list-style-type: none"> <li>Build and maintain strong relationships with C&amp;K's major suppliers to identify and implement improved procurement outcomes for C&amp;K</li> </ul>

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	<ul style="list-style-type: none"> <li>Undertake periodic supplier performance reviews, and, in consultation with the Business Analyst, Legal Risk and Governance Team and the relevant Department Manager, work with suppliers to address any performance shortfalls.</li> </ul> <p><b>Strategic Sourcing</b></p> <ul style="list-style-type: none"> <li>Undertake scoping and market research to identify potential supply opportunities for C&amp;K.</li> <li>Build and maintain relationships with procurement professionals from other early childhood education providers and investigate opportunities to create purchasing power via joint tenders.</li> <li>For high priority supplier agreements:             <ul style="list-style-type: none"> <li>manage the market engagement process for major supply arrangements including the development of relevant documentation, identification of potential suppliers and establishment of an evaluation panel.</li> <li>lead the evaluation panel in their assessment of proposals and the negotiation of supplier offers.</li> <li>prepare and present the recommendation of the evaluation panel to the relevant delegate for approval – Board, CEO, CFO, Department Manager.</li> <li>coordinate contract finalisation and oversee implementation.</li> </ul> </li> <li>For lower priority supplier agreements:             <ul style="list-style-type: none"> <li>Provide advice and assistance to the relevant Business Unit on an appropriate market engagement, evaluation and engagement process, including reviewing and providing feedback on tender documentation, supplier proposals, commercial terms and evaluation models.</li> </ul> </li> </ul> <p><b>Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>Engage in training and coaching activities to help perform the role to the highest degree.</li> <li>Develop and deliver training to C&amp;K Central and Branch centre staff on C&amp;K's purchasing policies and procedures to ensure C&amp;K derives the maximum benefit from these processes.</li> </ul> <p><b>Process and Compliance Management</b></p> <ul style="list-style-type: none"> <li>Build and promote a culture of accountability in the application of procurement policies and procedures, and prudent cost control principles.</li> <li>Monitor and action the Tenders Inbox and maintain accurate procurement records/data, including ensuring that contracts are executed and stored in C&amp;K's contract management system.</li> <li>Provide monthly reports to the Business Analyst on strategic procurement performance measures, projects and issues.</li> <li>Take primary responsibility for ensuring that procurement activities across the business are being undertaken in line with agreed business objectives and C&amp;K procurement policies and procedures.</li> </ul> <p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>Be familiar with and competent in the delivery of the responsibilities of the Procurement Officer and perform these as required to ensure continuity of service to our internal customers and external suppliers.</li> </ul> <p><b>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&amp;K can direct you to carry out duties which it considers are within your level of skill, competence and training.</b></p>
<p><b>Key Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>Bachelor's degree in supply chain management, economics, business administration or similar</li> <li>Significant experience in a senior procurement or related position(s). Certification preferred but not required.</li> <li>A strong working knowledge of sourcing and procurement techniques as well as an aptitude for reading the market.</li> <li>Experience in online vendor ordering and purchase order systems as well as Microsoft Dynamics AX or similar ERP package.</li> <li>A working knowledge of the Microsoft Office suite of products with the ability to learn new software applications.</li> </ul>

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- Strong written & oral communication skills together with a strong customer service focus
- Strong analytical, problem solving, negotiation and dispute resolution skills
- Demonstrated understanding and experience in interpreting and applying purchasing policies, principles, processes and procedures and a sound knowledge of contemporary supply issues.
- Strong planning, organisational and administrative skills with demonstrated effectiveness in developing systems, processes and procedures to ensure goals are achieved, deadlines met and service delivery improved where applicable.
- Proven ability to work within a team including the ability to prioritise work to ensure deadlines and commitments are met.
- Demonstrated commitment to continuing professional and personal development.

**Additional information**

The successful applicant will be required to:

Travel to centres as required.

Hold a positive notice (Blue Card) working with children check.

The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.

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The Creche & Kindergarten Association Limited  
ABN 59 150 737 849