POSITION NUMBER

0037246

PROFESSIONAL CLASSIFICATION

UOM 8 - $115,137 - $124,622

SUPERANNUATION

Employer Contribution of 17%

WORKING HOURS

Full time

BASIS OF EMPLOYMENT

Continuing positions (1 FTE)

HOW TO APPLY

Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

CONTACT FOR ENQUIRIES ONLY

Vinni Atluri
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vinni.atluri@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:

about.unimelb.edu.au/careers
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

**OFFICE OF THE COO**

The Finance team’s core objective is to advance University strategy through financial leadership and innovation, strategic sourcing and contracting.

**EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.
ABOUT THE ROLE

Position Purpose:

As part of the University Commercial Services team, the Category Manager (CM) will play a pivotal role. The CM will be responsible for conceiving, leading and implementing strategic commercial initiatives on the University’s behalf. At the core of being able to deliver benefits will be the CMs ability to understand the cost base of the University and to then influence and drive better outcomes.

The CM must adopt the principle of “Better Value for the University” and ensure that commercial outcomes are aligned to this principle. The CM must take a “Manage for success” approach to ensure the quality of an outcome. In doing so, they must show they have considered:

- The early Identification and engagement of stakeholders, influencers and decision makers,
- Timely, honest and transparent communication,
- In the context of their activities, ensure that there is an effective, proactive communications plan in place,
- That parties are taken on the journey, and in doing so are given the opportunity to contribute to, and/or buy in to, a procurement lead outcome,
- That solutions are well thought out,
- That as commercial owners, have a post implementation plan in place for an activity,
- The risk and mitigation profile of a procurement activity.

CMs should take all necessary measures, to ensure that commercial outcomes are delivered in a way in which the quality of such outcomes add value to end users and that benefits are sustainable and measurable.

Key attributes include the ability to provide data driven, fact-based insights that lead to the delivery of better value outcomes for the university, and the ability to engage, influence and manage stakeholders across the University.

CMs play an active role in building the reputation of the Commercial Services function so that it is recognised across the University as being professional, trusted, and able to add value to the University’s commercial activities. The CM reports to the Commercial Manager, Commercial Services.

Reporting line: **Commercial Manager**

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: NA
Key Dimensions and Responsibilities:

Task level: Significant

The CM will be required to conceptualise, develop, and review category related policies, objectives and strategies involving liaison with internal and external client areas. They will also have responsibility for programs involving change that may impact on other areas of the University's operations.

Organisational knowledge: Moderate

A strong strategic focus teamed with a willingness to adopt a hands-on approach is required for the successful achievement of this position. The CM is expected to bring expertise in all aspects of contracts, procurement and category management to the role. Knowledge of the ethical and legal framework that governs purchasing, tendering, contracting and other related business practices is expected.

The CM will be expected to contribute to policy development, process modification and the introduction and integration of innovative practice and internal process is a necessary requirement of the role.

Judgement: Significant

The CM must demonstrate clear business judgement and problem-solving skills. The position requires the achievement of clear, agreed objectives. The incumbent must demonstrate the qualities of initiative, adaptability, resilience and tenacity, and a commitment to achieving objectives in the face of difficulties.

The CM is required to use sound judgement and problem-solving skills in rethinking the application of their knowledge in resolving problems.

The Commercial Manager should be consulted for complex situations that may have an impact beyond the immediate environment;

The CM is expected to use significant innovation, excellent judgement and high-level problem-solving skills in resolving complex problems and will be required to provide strategic support and demonstrate initiative and common sense in relation to a range of policies and complex issues where policy or precedent may not be readily available.

Operational context: UoM Campus

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.
Core Accountabilities:

The responsibilities, tasks, and duties of the jobholder are not limited to, and might differ from those outlined below and other duties may be assigned at the discretion of the individuals reporting line manager.

Overarching

- Provide advice and recommendations in relation to opportunities to improve procurement practices and/or ideas for expanding the range of categories with preferred supplier arrangements in place.

- Manage competitive bids and sourcing process, including tenders, RFPs and RFQs, across multiple categories, ensuring adherence to UoM procurement policies at all times.

- Manage for success including:
  - drive activities to conclusion, communicate timelines, engage, buy-in, manage deliverable and be solutions orientated.
  - adopt the principle of being the University’s “Commercial owners” for third party spend, ensuring that commercial outcomes are well considered and well executed.

- Contribute to the development of the University’s procurement framework and drive compliance with all relevant policies, procedures, and processes.

- Provide stakeholders with commercial advice that spans the full value chain.

- Work with operational managers in successfully transitioning suppliers to ensure contractual value is realised.

- Understand and align Sourcing initiatives and activities in line with UoM’s Environmental, Social, and Governance (ESG) policies.

Contracts Related

- Draft / Negotiate contracts and supply agreements, review and close with the Legal team.

- Review contracts and supplier agreements, recommending improvements to provisions to mitigate potential liabilities and risks.

- Contract management across a range of Categories and solution provider considering total cost of ownership.

Category Management Related

- Develop and establish category management plans for the relevant categories, applying best practise, outlining how agreements and opportunities will be implemented and managed to ensure maximum benefits.
- Provide support to Faculties and Divisions to progress best practice Strategic Sourcing and Category management.
- Track and resolve any issues that arise from operations of the Faculties and Departments for the relevant category.
- Highly developed conceptual and analytical thinking with high level of computer literacy skills using a broad range of software packages including Microsoft suite of applications and experience with financial management/procurement systems.
- Exhibiting a demonstrated ability to analyse intricate data, present valuable data insights, and effectively influence stakeholders, with the ultimate goal of conceiving optimal commercial outcomes and shaping data-driven decisions for the university.
- Develop and keep up to date with specialist / market knowledge in the relevant category.

**Supplier Relationship Management**

- Review and assess supplier performance in accordance with contractual obligations, encompassing Service Level Agreements and Key Performance Indicators, while also advancing necessary corrective actions.
- Manage supplier relationships to ensure contractual opportunities are realised.
- Actively participate in Supplier reviews, involving key stakeholders in this process.

**Reporting**

- Provide periodic reports to management, with details on achieved strategic benefits, actionable opportunities, and emerging issues.
- Collaborate with Commercial Managers on forward planning, encompassing, among other things, the scheduling of reporting metrics.

**Selection Criteria:**

The appointee will have:

1. A relevant undergraduate qualification and/or procurement related qualifications; a strong Category management experience and proven expertise in procurement and contracts management.
2. Proven experience within a strategic procurement role.
3. Utilise a diverse range of quantitative and qualitative data sources to identify potential cost savings and enhance efficiency within the Construction/Facilities categories.
4. Demonstrated ability to adopt the concept of being the “Contract owners” for their areas of spend, and in doing so, manage and drive all aspects of their activities to ensure a “manage for success” outcome.

5. Demonstrated experience with tender processes and detailed-level tender development and evaluation skills focused on delivering both financial & social outcomes.

6. Constructs project plans with clear and appropriate milestones and timeframes Identifies root causes of problems when analysing issues.

7. Developed interpersonal, consultation and negotiation skills including the ability to consult with and influence stakeholders in order to identify needs, develop solutions and manage contractual agreements that provide value for money.

8. Demonstrated ability to collate, analyse detailed data and being able to present such analysed data with the aim of conceiving the best commercial outcomes for the university.

9. The ability to work with initiative and independently under broad direction including high level organisational skills and demonstrated ability to prioritise workloads and ensure the timely delivery of activities. Ability to take direction.

10. High level of computer literacy skills using a broad range of software packages including Microsoft suite of applications and experience with financial management/procurement systems. Demonstrated Experience in SRM

11. Thorough understanding of Service contracts across a variety of categories with attention to Cost build. FM related categories experience is preferred.

12. A willingness to work enthusiastically, be flexible, with a friendly, approachable with a “can do” anything attitude. Demonstrated ability to work autonomously as well as collaboratively as a team.