CFO Group
Procurement Services

Procurement Sourcing Specialist - Research

POSITION NO 0057034
CLASSIFICATION UOM 7
SALARY $102,338-$110,780 (pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full-time (1 FTE)
BASIS OF EMPLOYMENT Continuing
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

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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

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.

**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 (CFOG)
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

**FINANCE**

The CFO Group’s core objective is to ensure the University has the appropriate financial and physical resources to deliver its core academic activities, achieve its strategic ambitions, and be sustainable on an intergenerational basis. The CFOG team, including Procurement Services, is undergoing a Culture and High Performance Development Program that will position the group well to meet the challenges of the future. The successful candidate will align well with the cultural aspirations and attend training and workshops as part of the journey.

**PROCUREMENT SERVICES**

The Procurement Services Team at the University of Melbourne sits within the Chief Financial Officer Group. Procurement Services is responsible for procurement category management, including assisting internal clients at the University with commercial initiatives. Reporting to the Commercial Manager (Research) the Sourcing Specialist will undertake sourcing activities and project management tasks within the research domain.
POSITION SUMMARY

The Procurement Specialist is an important role within our Procurement Services team, supporting the business in achieving sustainable value in spend and commercially beneficial results aligned to our core value chain. The Procurement Specialist will be partnering with key internal clients to deliver excellence in procurement, maintain probity principles, and drive continuous improvement with contemporary methodologies.

The Procurement Specialist will be facilitating end-to-end tendering activities across diverse subject and group areas to achieve optimised commercial outcomes in an efficient manner, in support of both category procurements and ad-hoc sourcing requirements. This dynamic role provides exposure to varied procurement activities, high interaction with stakeholders, and opportunity to impart strategic and technical guidance to ensure market approaches are sound and effective.

Under the guidance of the Commercial Manager, the Sourcing Specialist will be required to manage and deliver multiple tasks and projects. Key areas of responsibility for the role include data analysis, market research, developing, writing and managing tenders using the University’s eSourcing tool (Workday Strategic Sourcing), reporting, and managing internal clients and supplier relationships. The Sourcing Specialist will have a strong focus on procurement process, commercial analysis and results, and achieving value for money to achieve annual targets and goals.

WHY JOIN US

Stepping into the role of Sourcing Specialist is more than just a career move; it's a gateway to a distinctive and thrilling professional journey, tailor-made for someone with experience seeking to elevate their career. You won't just be overseeing sourcing activities; you'll be at the heart of a dynamic and challenging work atmosphere. Your role extends beyond the ordinary as you take charge of creating and executing complex Procurement/Commercial objectives, directly influencing the strategic course of the organization.

This opportunity transcends the conventional job description; it's a chance to be a significant player in steering the direction of our initiatives, all within a supportive team setting. What sets this role apart is, the opportunity will provide a sense of purpose, the chance to make a tangible difference by enhancing ESG requirements and aligning with the University's goals. If you're prepared to make a substantial impact and propel your career forward, stepping into the shoes of a Sourcing Specialist on our team is the ideal progression for you.
In addition, the University offers the opportunity to be part of a vibrant community and enjoy a range of benefits including generous leave provisions, health and well-being services, and discounts on graduate courses, a generous 17% super, benefits, and a flexible hybrid work environment!

1.1 STRATEGIC PLANNING AND PARTNERSHIPS

- Managing and planning individual workload to ensure stakeholder expectations are managed and conflicting priorities are managed to delivery.
- Developing strong working relationships with staff within the Procurement Services team to ensure a coordinated approach to achieving positive client experiences.
- Developing strong working relationships with internal clients to achieve positive client experiences.
- Developing strong working relationships with suppliers

1.2 COLLABORATION AND LEADERSHIP

- Demonstrating self-leadership by managing workload and managing priorities in collaboration with the Commercial Manager.
- Be a trusted advisor by providing subject matter expertise to internal clients in relation to Procurement Policies, processes and preferred suppliers as well as relevant laws and regulatory and statutory obligations
- Holding accountability for sourcing activities and tenders under the guidance of the Commercial Manager
- Providing assurance that probity and integrity standards are met.
- Contributing to a positive and inclusive workplace culture.
1.3 OPERATIONAL, COMMERCIAL AND FINANCIAL MANAGEMENT

- Understanding of the concepts of Strategic Sourcing. Including high quality market facing documents, supplier selection processes and evaluation techniques, contract terms and negotiables, performance plans and KPI implementation.
- Intermediate analytical skills; including analysis of supply markets across multiple categories as well as cost breakdowns.
- Following Procurement processes and adhering to policies.
- Preparing standard contracts and non-standard contracts, drafting commercial terms and conditions in accordance with commercial negotiations, and liaising with the Legal Team for the drafting of legal terms and conditions.
- Translating business requirements into effective tender documentation.
- Overall responsibility for the University’s catalogue for research equipment
- Key point of contact for the University’s research community in relation to supplier performance.

1.4 INNOVATION AND IMPROVEMENT

- Constantly utilising technology and best practice methods to deliver efficient and effective solutions.
- Provide practical and pragmatic advice cognisant of relevant processes, policies and legal and statutory obligations.
- Actively seeking and receiving feedback and taking actions to ensure continuous improvement.
- Achieving (personal) professional development and education goals and ensuring mandatory training is undertaken.

1.5 KNOWLEDGE MANAGEMENT AND BUSINESS INTELLIGENCE

- Using information systems such as the spend cube (PowerBi), eSourcing system and finance system.
- Tracking, cleansing and reporting data such as expenditure, volume, supplier performance, project status’, and performance against Procurement targets. Providing accurate, complete and insightful management information for decision making.
- Adhering to high-standards of record keeping including keeping records of all meetings, tasks and projects in appropriate records management systems.
- Sharing knowledge with team members and contributing to broader team goals.

1.6 RESPONSIBILITY AND COMPLIANCE

- Maintain a sound knowledge of current University Policies and Procedures, and reliably follow these or provide compliant advice to others;
- Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- Reliably follow communications protocols and/or policies as appropriate.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4.
- Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
- Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
2. Selection Criteria
In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address.

2.1 ESSENTIAL
- 2-3 years of demonstrated experience in sourcing, contracts management or a similar role, and a good understanding of contemporary procurement practices.
- Proven track record in facilitating efficient market engagement processes, ensuring outcomes meet business requirements.
- Highly proficient in Microsoft Office – Microsoft Excel, Microsoft Word, Microsoft Powerpoint
- Proficient in data analytics and reporting – demonstrated experience using Microsoft Excel to cleanse and analyse data and undertake commercial/financial analysis and reporting
- Excellent written communication skills
- Excellent verbal communication, consultation and presentation skills
- Excellent stakeholder management and customer service skills
- Ability to work in a team environment and take direction
- Ability to self-start and work autonomously whilst ensuring managers are kept informed on the approach to tasks and projects and the status of tasks and projects
- Ability to manage multiple conflicting priorities
- Problem solving
- Experience in working within a high performance culture and ability to articulate the skills and behaviours necessary to maintain a high performance culture

2.2 DESIRABLE
- Awareness of key contractual terms and concepts
- Relevant post-graduate qualification or an equivalent combination of experience and education / training qualifications
- Negotiation experience
3. Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

4. Other Information

4.1 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

4.2 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance