

POSITION DESCRIPTION



Chief Operating Officer Portfolio

Chief Financial Officer Group

Commercial Manager – Professional Services

POSITION NUMBER	0047830
CLASSIFICATION	UOM 9 - \$139,693 - \$145,339 per annum (plus Super) negotiable commensurate with qualifications and experience, a loading sum may be applied to the salary offered
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed Term for 12 months
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.
CONTACT FOR ENQUIRIES ONLY	Jakob Muszynski Tel 0466 491 548 Email Jakob.muszynski@unimelb.edu.au <i>Please do not send your application to this contact</i>

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',

<https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by

contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

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

Chief Finance Officer Group (CFOG)

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.

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.

WHY JOIN US

Stepping into the role of Commercial Manager 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 projects; 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. Exposure to high-level stakeholders, including directors, is a given, providing an ideal stage to highlight your skills and perspectives.

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 Commercial Manager on our team is the ideal progression for you.

In addition, the University offer's 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!

ABOUT THE ROLE

Position Purpose:

This position offers a unique opportunity to contribute to the growth and success of the University by overseeing the commercial aspects all professional services related activity.

Procurement Services prioritize aligning with the University's strategic principles and our goal is to cultivate trust and foster valued partnerships with stakeholders, anchoring our efforts in understanding and championing the University's overarching objectives. This Position must drive the principle of asking "Is there a better way?", and" and must ensure that outcomes are aligned to this principle. This opportunity is tailor-made for an individual equipped with not just the requisite skills, but also the ambition to effect real change within a dynamic and forward-thinking environment.

As part of the Procurement Services team, collaborating with stakeholders, your responsibility is to contribute to the facilitation of transformation. This involves enhancing the team's capabilities to align with an improved service model, achieved through the enhancement of processes and systems.

This position of a commercial manager necessitates a decisive ability to proactively take initiative in achieving desired outcomes. It is imperative to assertively communicate with influence, drive effective change implementation, and skillfully manage project related deliveries while actively engaging stakeholders throughout the entire process.

The successful Candidate must possess high influential and engagement skills with high level stakeholders. Looking to lead a strategic review of best practice and opportunities, whilst supporting high value and strategic services-based categories (Marketing, Recruitment, Professional Services, Travel and Corporate Services) with a huge focus on ESG initiatives.

This position is a senior role in the Procurement Services team responsible for the delivery of financial and non- financial benefits to the University.

The Commercial Manager must show leadership and ensure the quality of a Procurement Services led outcome. In doing so, they must show they have considered and is accountable for:

- The Commercial Manager will lead the identification & implementation of procurement strategies that support the delivery of projects consistent with university policies, project objectives and deliverables.
- Drive activities to conclusion, communicate timelines, manage deliverable and be solutions orientated.
- Ensure the right planning and method for stakeholder influence, engagement and buy-in
- Contribute to the development of the University's procurement framework and drive compliance with all relevant policies, procedures, and processes.
- The early identification and engagement of stakeholders, influencers, and decision makers
- Timely, honest, and transparent communication
- 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.
- Understand when to lead and when to guide.
- Analyse financial data to identify cost-saving opportunities and maximize profitability.
- That as commercial owners, a post implementation plan is in place for an activity.
- The risk and mitigation profile of a procurement activity.
- Act as a key liaison between the organization and external partners to resolve commercial issues.
- Development and implementation of self-service tools for internal clients, specifically designed to facilitate procurement processes related to third-party risk assessment and compliance checks.

Commercial Managers 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 senior level stakeholders across the University.

Commercial Managers must also play an active role in building the reputation of the Procurement Services function so that the function is recognised across the University as being professional, trusted partners that are able to add value to the University's third-party commercial activities.

The Commercial Manager reports to the Associate Director, Business Services.

No. of direct reports: 1

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

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.
- Provide high level advice and recommendations to the Associate Director, in relation to opportunities for continuous improvement, revenue and benefit generation in procurement arrangements.
- Manage competitive bids and sourcing process, through market sounding exercises, across multiple categories, always ensuring adherence to UoM procurement policies.

- Thorough understanding of Contracts relating to Services/Projects across a variety of categories with attention to licensing and subscriptions.
- Understand and strongly align Sourcing initiatives and activities in line with UOM's Environmental, Social, and Governance (ESG) policies.
- Managing 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 spending, 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.
- Developing and leading sourcing strategies, commercial evaluation, and recommendations, keep up to date with specialist / market knowledge in the relevant category.
- Engage with the team to build strong visibility of pipeline all procurement required for the project and develop strategies to ensure best contract model, risk allocation and methodology is applied.
- Providing expert commercial advice in the development of commercial strategies, including contracting models and contract documentation to multiple stakeholders.
- Provide guidance and advise to multiple contract owners on extracting optimal value from established contracts, thus enabling contract owners to be able to lead.
- Generate high quality documentation and presentations at a director & above level while maintaining thorough record-keeping practices. Showcase an unwavering ability to analyze intricate data, deliver invaluable insights, and assertively influence stakeholders. The objective is to actively conceive optimal commercial outcomes and decisively shape data-driven decisions for the university.

Category Related

- Develop and establish category management plans for the relevant categories, applying best practice, outlining how agreements and opportunities will be implemented and managed to ensure maximum benefits.
- Exhibiting a demonstrated ability to analyze intricate data, present valuable data insights, and effectively influence stakeholders, with the goal of conceiving optimal commercial outcomes and shaping data- driven decisions for the university.

Supplier Relationship Management

- Evaluate and appraise supplier performance aligned with contractual obligations, including Service Level

- Agreements (SLA) and Key Performance Indicators (KPIs), and implement corrective actions as needed.
- Oversee supplier relationships to optimise contractual opportunities.
- Engage actively in Supplier reviews, collaborating with key stakeholders throughout the 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:

1. Relevant post-graduate qualification or an equivalent combination of experience and education / training.
2. Extensive experience working in strategic procurement environments, and project related space.
3. Thorough understanding of Contracts relating to Service/Projects across a variety of categories (Professional Services, Recruitment/Talent, Corporate Services, Travel & Marketing).
4. Highly developed interpersonal, consultation and negotiation skills including the ability to consult with stakeholders in order to identify needs, develop solutions and manage contractual agreements that provide value for money.
5. Highly developed influencing and analytical thinking skills and being able to present such analysed data with the aim of conceiving the best commercial outcomes for the university.
6. Demonstrated ability to be proactive (take initiative) in delivering outcomes, communicate with influence, implement change and deliver projects in a manner that ensures stakeholders are actively engaged in the process.
7. Demonstrated ability to adopt the concept of being the "commercial 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.
8. Utilise a diverse range of quantitative and qualitative data sources to identify potential cost savings and enhance efficiency within the Construction/Facilities categories.
9. Demonstrated experience with tender processes and detailed-level tender development and evaluation skills focused on delivering both financial & social outcomes.

10. Construct project plans with clear and appropriate milestones and timeframes Identifies root causes of problems when analyzing issues.
11. 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.
12. The ability to work with initiative and independently under broad direction including high level organizational skills be flexible, friendly, approachable with a “can do” anything attitude and demonstrated ability to prioritize workloads and ensure the timely delivery of activities.
13. High level of computer literacy skills using a broad range of software packages including MS suite of applications and experience with financial management/procurement systems. Demonstrated Experience in SRM
14. Demonstrated leadership capacity and experience in guiding and assisting supervising Category managers and projects to effectively deliver on organisational and project goals.