

POSITION DESCRIPTION



Choose an item.
Chief Operating Officer Portfolio

Category Manager

POSITION NUMBER	0037246
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	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 Tel +61 0405330360 vinni.atluri@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 recognized 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 Commercialization
- 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.

WHY JOIN US

Stepping into the role of Category 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 Facilities Management and Construction 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 category plans, 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 Category 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!

PROPERTY – FM

The University of Melbourne Estate oversees a substantial property portfolio, comprising more than 400 owned buildings spanning over 800,000 square meters and encompassing 100,000+ assets. Campus Management (CM) is responsible for the comprehensive facilities and asset maintenance, with the structure also incorporating a projects team dedicated to executing a diverse range of construction projects supporting the university's growth and evolving delivery needs, from building and refurbishment projects across the entire campus.

In this context, the Procurement Services Property team, particularly the Category Manager, plays a crucial role in supporting the projects as well as the Facilities Management team. This role involves engaging in strategic initiatives such as establishing and managing vendor panels, along with the review of service-related categories specifically related to Facilities Management. The focus extends across a wide range of needs, not limited to, but including, preparing, issuing and evaluating RFT/Q's and ensuring that all aspects of the procurement process align with the university's policies and objectives and are set on a managed to success outcome.

ABOUT THE ROLE

Position Purpose:

Procurement Services delivers strategic sourcing, contracting and purchasing services to optimise a client's third-party consumable goods, assets and equipment, capital, FM and non-academic services spend and managing risk.

As part of the University Procurement Services team, the Category Manager (CM) will play a pivotal role. The CM will be responsible for conceiving, leading and implementing 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, adopting the principle of "Is there a better way" and the ability to engage, influence and manage stakeholders across the University.

As a vital member of the Procurement Property team collaborating with senior team members, your mandate is to actively facilitate transformation. You will enhance the team's capabilities to align with an improved service model through the elevation of processes and systems.

- ✓ This includes the development and implementation of self-service tools tailored for internal clients to streamline procurement processes.
- ✓ Your responsibilities also encompass streamlining procurement procedures to alleviate administrative burdens on the Procurement Property team.
- ✓ Additionally, you will work closely with senior team members to identify and implement enhanced

self-service options for procurement and supplier management.

- ✓ Your role extends to reviewing, recommending, and implementing opportunities to streamline processes for handling standard agreements and procurement practices throughout the University.

CMs play an active role in building the reputation of the Procurement Services function so that it is recognized 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, Procurement Services.

Reporting line: **Commercial Manager Property and FM services**

No of Direct/ Indirect Reports – 0
Direct Budget Accountability – N/A

Key Dimensions and Responsibilities:

Task level: Significant

The CM will be required to conceptualize, 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.

Organizational 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, always ensuring adherence to UoM procurement policies.
- Understand and strongly align Sourcing initiatives and activities in line with to UOM's Environmental, Social, and Governance (ESG) policies.
- 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.
- Set up and manage supplier panels, training. Relationships, reporting and improving on better ways of delivering projects,
- Proven experience in successfully establishing and managing vendor panels within the construction industry.
- Project delivery support where required (400K and above)
- Contribute to the development of the University's procurement framework and drive compliance with all relevant policies, procedures, and processes.
- Work with operational managers in successfully transitioning suppliers to ensure contractual value is realized.

Contracts Related

- Draft / Negotiate contracts and supply agreements, review and close with the Legal team.
- Review contracts and supplier agreements, recommending improvements and 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 practice, 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 analyze 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 realized.
- 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; strong Category management experience and proven expertise in procurement and contracts management.
2. Demonstrated expertise in reviewing, recommending, and implementing opportunities to streamline processes for managing standard agreements and procurement practices.
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. The successful candidate must have demonstrated outcomes in continuous improvement and innovation.
5. 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.
6. Demonstrated experience with tender processes and detailed-level tender development and evaluation skills focused on delivering both financial & social outcomes.
7. Construct project plans with clear and appropriate milestones and timeframes Identifies root causes of problems when analyzing issues.
8. 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.
9. Demonstrated ability to collate, analyze detailed data and being able to present such analyzed data with the aim of conceiving the best commercial outcomes for the university,
10. The ability to work with initiative and independently under broad direction including high level organizational skills and demonstrated ability to prioritize workloads and ensure the timely delivery of activities.
11. 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
12. Thorough understanding of Contracts relating to Service/Projects across a variety of categories with attention to Cost build up. Construction/Project & FM related experience is preferred.
13. A willingness to work enthusiastically, take direction, be flexible, friendly, approachable with a “can do” anything attitude. Demonstrated ability to work autonomously as well as collaboratively as a team.