

Position description

Position title:	Manager, Procurement
School/Section/VCO:	Finance
Campus:	Mt Helen or Berwick Campus. Travel between campuses will be required and regular attendance at Mt Helen Campus will be required.
Classification:	Within the HEW Level 9 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	848981
Further information from:	Mr Richard Harris, Director, Finance Telephone: (03) 5327 9715 or 0417 128 014 E-mail: richard.harris@federation.edu.au
Position description approved by:	Mr John Blair, Chief Operating Officer

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Manager, Procurement is responsible for ensuring that contracts, agreements and tenders relating to the procurement of goods and services are carried out effectively, as well as ensuring that procurement activity in devolved business units is compliant and ensuring that risk is managed appropriately through the alignment of University policies and procedures to the Victorian Standing Directions of the Minister of Finance.

The successful incumbent will be pro-active in identifying and implementing continuous improvement opportunities to drive value for money. In addition, it will be necessary to keep abreast of relevant developments and ensure that training material is available and continuous refresher courses are delivered to all key stakeholders.

The Manager, Procurement will also provide technical and practical expertise and strategic support to panels of suppliers ensuring compliance with complex Victorian Government procurement and probity guidelines.

Key responsibilities

1. Lead the strategic approach to procurement for the University through the pro-active management, development and monitoring of procurement strategies and processes, and the provision of expert advice. Where required, address and action audit requirements.
2. Manage compliance of, and develop procurement policies, procedures and processes and through the delivery of education and training to all internal / external stakeholders, influence a range of purchasing units across multiple campuses.
3. Review and ensure effective and efficient tender management processes are in accordance with complex Victorian Standing directions in relation to the procurement of major construction activities to manage risk.
4. Provide strategic advice and support in relation to procurement consultancy and advisory services to Portfolios / Schools.
5. Research and analyse market research to determine industry conditions, trends, opportunities and competition with recommendations for improving University procurement processes.
6. Develop and deliver procurement education and leadership both internally and externally.
7. Review and enhance processes to ensure supplier panel compliance and that a competitive processes has been conducted with regard to complex Victorian Government procurement and probity guidelines.
8. Lead the effective contract management of major University supply contracts ensuring performance against agreed KPI's and developing corrective action or termination strategies if required.
9. Conceptualise and continuously improve e-procurement opportunities to strategically enhance purchasing processes.
10. Analyse and provide recommendations using statistical data, track and report on key functional metrics to senior management, outlining procurement performance and methods to improve performance.
11. Develop and maintain a comprehensive University procurement website, developing an easy to use reference site.

12. Develop and implement an effective process to ensure conflicts of interest are adequately recorded and managed during all tendering activity.
13. Ensure a documented procurement strategy exists for major sourcing, specifically ensuring that there is a planned strategic approach to purchasing events throughout the year, to enable adequate planning and to take advantage of potential synergies.
14. Effectively manage staff employed in contract and tendering.
15. Develop and implement a University wide contracts management framework to ensure contracts are re-negotiated and that suitable contract review periods are carried out.
16. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
17. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Manager, Procurement receives broad direction with a considerable degree of autonomy and reports to the Director, Finance. The position works as part of the wider Finance team and has close linkages and working relationships with the Financial Services Hub, Associate Director, Financial Operations, the Universities legal team as well as all across all parts of the University.

The position will include staff management, but the University operates devolved purchasing units, so will be significantly involved in influencing and ensuring compliance across these areas, particularly having a 'dotted line' reporting relationship in particular to Facilities Services and ITS procurement activity.

The Manager, Procurement will proactively work across all academic schools and corporate portfolios to improve purchasing processes, tendering and management of contracts to drive down costs and improve financial reporting across the University. Value for money decision-making is an important requirement of this position.

The Manager, Procurement will be required to interpret various complex contractual and statutory obligations and be expected to develop a comprehensive knowledge and application of relevant University policies and procedures, including recommendations to streamline and improve procedures and processes.

Training and qualifications

Postgraduate qualifications in a finance/procurement discipline and extensive relevant experience; or a similar combination of extensive relevant experience and/or education/training.

A Chartered Institute of Purchasing and Supply qualification is desirable.

Position/Organisational relationships

The Manager, Procurement is required to influence a wide range of stakeholders both internal and external to the University.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications in a finance/procurement discipline and extensive relevant experience; or a similar combination of extensive relevant experience and/or education/training.
A Chartered Institute of Purchasing and Supply qualification is desirable.
2. Demonstrated extensive experience of providing specialist procurement advice within a complex organisation and the ability to enhance compliance and develop best practice methods.
3. Awareness of the Victorian Standing Directions of the Minister for Finance and how these complexities will influence the organisation's procurement activity in relation to major building contracts and procurement for goods and services across the University.
4. Demonstrated ability to influence and persuade internal and external stakeholders and implement procurement practices (e.g. Sustainability, Modern Slavery, Catalogue Management) and ensure contract management compliance across a diverse range of stakeholders.
5. Demonstrated ability to ensure that Conflict of Interest and Probity is managed to a high standard within the organisation.
6. Demonstrated pro-active operational procurement management skills leading comprehensive procurement planning and developing a procurement strategy which documents a strategic approach to market, with a view to demonstrating success in cost reduction.
7. Demonstrated experience in the development of Key Performance Indicators in contracts and outlining the importance of ensuring that regular review periods are carried out.
8. Demonstrated ability to identify, gather and analyse complex data to inform decision-making and drive continuous improvement in procurement.
9. Demonstrated ability to lead, manage and support staff (both direct and indirectly) in achieving organisational procurement objectives.
10. Demonstrated knowledge and application of Microsoft office tools, particularly Excel and Powerpoint and particularly how you have used these to develop business plans, develop training material and be able to write articulate business reports for stakeholders (board / executive level).
11. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.