

## Job Description – Procurement Specialist

### Position Details

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<b>Position Title:</b>	Procurement Specialist
<b>Division/ Centre:</b>	Operations
<b>Department:</b>	Strategic Sourcing and Procurement
<b>Campus Location:</b>	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	<b>PSV7</b>
<b>Time Fraction:</b>	Full time

### RMIT University

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RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

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RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)

## **Position Summary**

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The Procurement Specialist is responsible for efficiently guiding the university stakeholders and vendors through the Source-to-contract process to achieve best practice probity outcomes and the objectives of the approved procurement plan. The Specialist will centralise strategic sourcing activities including establishing frame contracts with preferred vendors, tendering and competitive biddings for high value / high risk purchases and construction project. This role will establish and promote a practice of continuous improvement in the management of core categories of expenditure through the provision of data driven category insights, supply market analysis, opportunity assessments and innovative market engagements to drive management action

## **Reporting Line**

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Reports to: Senior Commercial Manager

## **Key Accountabilities**

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The Procurement Specialist is responsible for delivering effective and efficient procurement practices. These responsibilities include but are not limited to:

### **Strategic sourcing**

- Lead sourcing projects, from strategy development, supplier negotiation, award recommendations and business case presentations to supplier contract execution;
- Conduct appropriate market analysis; spend analysis and stakeholder consultation to develop effective market strategies that will support the procurement plan to deliver upon universities objectives;
- Source and execute frame contracts and/or preferred vendor agreements by pooling demand across the University to maximize negotiation power and optimize vendor prices;
- Ensure that the probity associated with the Source-to-contract process is never compromised by paying particular attention to critical paths in the process including but not limited to the development and execution of the market strategy, bidders list, evaluation criteria and evaluation panel membership.
- Negotiate the most appropriate contracts to deliver upon university objectives based on sound judgement and procurement principles linked to total cost of ownership, value creation and risk mitigation.
- Ensure that the RMIT legal team is engaged where appropriate in the process to ensure efficiency and quality of outcome.
- Ensure that contract outcomes are fully documented in accordance with procurement procedures, awarded on time and that the outcomes are clearly communicated to all parties involved and internal stakeholders.

### **Procurement Analysis and Reporting**

- Ensure procurement reports are generated in a timely manner for monitoring purposes;
- Develop procurement insights to drive cost reduction and continuous improvement.
- Use category insights and benchmarking to influence the procurement business processes towards best practice process efficiency and effectiveness;
- Implement and manage a system to monitor performance against key commercial savings, sustainability and supply chain performance indicators.

### **Vendor Management**

- Find, evaluate, qualify and partner with trustworthy vendors and suppliers;
- Create strategic supplier performance scorecards to support supplier performance and contract management;
- Conduct annual performance reviews and analysis for key vendors with a keen focus on operations;
- Optimize the number of vendors based on a supply chain design that:
  - aligns vendors within a vendor management framework;
  - provides clear outcomes of heavily reduced vendor numbers and manageable vendor relationships;
  - consolidates spend strategically to generate leverage and service improvement;
- Manage the commercial business relationship with strategic vendors and be the escalation point for poor vendor performance.

## Control and Compliance

- Ensure integrity, transparency and compliance across all activities
- Participate as member of the Internal audit team for purchasing activity audits as required;
- Identify and take positive action against actual or potential risks;
- Regularly evaluate the effectiveness of relevant processes and controls, and raise with Manager if necessary;
- Maintain sustainable procurement practices aligned with leading practice systems, process, policy, financial integrity and probity, protecting the credibility of the central procurement function.

## Key Selection Criteria

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1. A degree in a relevant field.
2. At least five years of experience in a similar role and ideally with experience in a large multinational organisation.
3. Extensive experience and knowledge in commercial field, with strong profit and loss awareness and track record of developing and delivering sustainable commercial savings.
4. Solid experience in strategic sourcing and utilisation of standardised policy and procedure while still ensuring optimum commercial outcomes;
5. Effective working relationships in cross-functional teams in matrix environment.
6. Demonstrated ability to manage vendors at senior management level to deliver sourcing outcomes.
7. Strong, demonstrated analytics experience in a large and complex procurement environment.
8. Demonstrated ability to work with detail, analyse data in an organised and objective manner and determine actions based on data analytics and insights gathered, and to develop opportunity assessments from complex data sources.
9. Proven capability to manage key stakeholders at all levels effectively
10. Proven capability to drive and manage changes, with a customer-focused and result-oriented mindset.
11. Ability to work in a fast paced, lean team environment with the associated flexibility.
12. Excellent written and communication skills including ability to develop and deliver presentations
13. A good fit into the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

## English Proficiency

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of at least 6.5 (or equivalent, as outlined in the Recruitment and Selection Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

## Organizational Accountabilities

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RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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