



Strategic Sourcing Specialist

Position Detail			
Reports To	Category Manager - Corporate Services	Group	Procurement and Commercial Services
Classification	ASA 6	Location	Canberra, Brisbane, Melbourne, Sydney
Reports – Direct Total	0		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 140 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue firefighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As a **Strategic Sourcing Specialist** within the Procurement and Commercial Services team, you will support your primary business stakeholders to deliver the strategic vision and direction of sourcing for your portfolio.

You will provide a proactive, thorough, consistent and responsive approach in analysing commercial and category data to support the achievement of value for money. You will also be able to demonstrate strong communication and stakeholder engagement skills, particularly in guiding and supporting cross-functional teams.

Accountabilities and Responsibilities

Position Specific

- Provide sound advice and guidance to key stakeholders on acquisition processes and associated activities, to ensure compliance with the relevant frameworks whilst delivering effective and efficient commercial outcomes.
- Act as a subject matter expert for ARIBA, the procure to pay system, and provide comprehensive advice and guidance to the business group on the associated system processes.
- Provide direction in respect of strategic sourcing activities to ensure sourcing activities are conducted in accordance with the category strategy and procurement processes.

- Develop agile market approach strategies for high value sourcing projects, and produce quality documentation in support these strategic approaches
- Support and provide guidance for lower value sourcing activities as required by business stakeholders
- Coordinate an effective strategic procurement process and ensure best practice purchasing is maintained and productivity is promoted
- Participate in providing training and support activities as required for the broader Chief Financial Officer's Group.
- Undertake first line assurance activities, reporting and status monitoring for the portfolio.
- Identify opportunities to consolidate activities, rationalise suppliers, negotiate savings and deliver efficiencies.
- Support the development and management of Supplier Relationship Management framework

Key Performance Indicators

- Consolidation opportunities identified
- Value and efficiency achieved
- Negotiated outcomes identified
- Strategic activities completed
- Delivery of effective contract management activities
- Stakeholder satisfaction

Key Relationships

- Aircservices Executive and Leadership Teams
- Other members of the Procurement and Commercial Services Team
- Internal Project and Program Managers, and SMEs across the organisation
- External Suppliers and Market Participants

Skills Competencies and Qualifications

- Tertiary qualification in a Business or Commerce or related discipline.
- Proven ability to interpret and apply complex organisational and / or Government frameworks, and policies.
- Proven ability to source, interpret and present information from within an organisation, across industries and from different markets.
- Previous experience in providing procurement or sourcing support and managing a range of procurement or sourcing activities.
- Strong analytical skills with ability to interpret financial data, assess expenditure trends and analyse lifecycle costs.
- Experience in a highly process driven environment with a sound understanding of assurance activities.
- Well-developed interpersonal, communication, negotiation and influencing skills.
- Strong organisation and time management skills combined with an ability to priorities and plan for future activities.
- Previous experience using ARIBA or similar procure to pay system.

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.