

## Procurement Specialist

Position Detail			
<b>Reports To</b>	OneSKY Senior Procurement Specialist	<b>Group</b>	OneSKY Program
<b>Classification</b>	7B	<b>Location</b>	Canberra or Melbourne
<b>Reports – Direct Total</b>	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 156 million passengers and provide air navigation services across eleven 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 fire-fighting services at 26 Australian airports.

The OneSKY Program is responsible for the planning, development and implementation of Airservices' next generation services, including harmonisation of Australian air traffic management by the future civil-military air traffic management system (CMATS) – a joint activity with the Department of Defence.

The OneSKY Finance and Procurement Team is responsible for supporting the delivery of the OneSKY Program through the provision of sound financial, procurement and contract management services. This is delivered through active engagement with the OneSKY Program Team, relevant stakeholders and by providing pragmatic, solution focussed support to the delivery of program objectives.

### Primary Purpose of Position

As a OneSKY Procurement Specialist, you will report to the OneSKY Senior Procurement Specialist and work as part of a joint team combining Airservices and Department of Defence personnel.

You will support the Finance and Procurement Manager in the delivery of complex procurement, contract management services and advice across the OneSKY Program.

You will form an integral part of the OneSKY Finance and Procurement Team; be part of a high-performing and accountable team; and continue to deliver Airservices' record of safety, environmental, WHS, risk and compliance excellence.

Partnering with other OneSKY teams, you will be responsible for delivering commercial support, contract administration and procurement services for a portfolio of contracts and activities in support of the objectives of the OneSKY Program. The role will be responsible for the management of contract records, including records relevant to governance forums, correspondence and data items.

## Accountabilities and Responsibilities

### Position Specific

- Provide ongoing contract administration, commercial and procurement support to OneSKY Program teams
- Establish fit-for-purpose contractual arrangements that support operational delivery, including the management of contract changes and related documentation
- Manage records, including those related to the performance of contracts, reporting and records relating to governance groups and forums, to ensure accountability and transparency in decisions and performance
- Support audit and configuration management activities as required
- Continuously improve the quality and timeliness of commercial and procurement outcomes, including making improvements to procedures, standards or policies whilst adhering to regulatory guidelines
- Lead the management and resolution of commercial issues and contract change management, ensuring timely review and approval and/or reconciliation of all contract variations
- Establish strong working relationships with OneSKY Program teams to ensure that all stakeholders understand and adhere to all contractual obligations and governance requirements
- Identify, understand and provide mitigation strategies to manage OneSKY Program commercial and governance risks
- Draft routine and non-routine correspondence, notices and other records on behalf of Program and Project Managers
- Assist with other activities and initiatives as required by the Finance and Procurement Manager

### People

- Actively contribute as a member of a high-performance team with an emphasis on creating an accountable performance culture.
- Develop and maintain effective working relationships with the Program Project Managers and the other leaders within the OneSKY team.
- Develop, foster and maintain strong working relationships with relevant Airservices staff to ensure that there is coordination of all activities in support of organisational objectives.

### Systems and Reporting Compliance, Reporting

- Comply with enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance

### Safety

- Demonstrate safety behaviours consistent with enterprise strategies

## Key Performance Indicators

### Efficient, Effective and Accountable

- Builds and maintains effective relationships at strategic and working levels.
- Takes responsibility for actions, outcomes and people
- Achievement of OneSKY Program objectives

### Commercial

- Meet the specific procurement and commercial obligations for the Team

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- Demonstrated value for money outcomes for commercial, procurement and financial decisions

### People

- Maintain effective working relationships particularly with program & project managers to ensure effective coordination of all activities in support of organisational objectives.
- Provide ongoing professional advice and guidance to the broader OneSKY and other Airservices domains.
- Promote a collaborative team environment to ensure organisational objectives are met.
- Implement effective process and/or performance improvements, which meet internal stakeholder requirements and expectations.
- High level of customer satisfaction.

### Safety

- Compliance with regulatory standards
- Compliance with safety, risk, environmental and any other standards

## Key Relationships

### As F&P Procurement Specialist

- OneSKY Finance Director
- OneSKY Senior Procurement Specialist
- OneSKY Procurement & Finance team
- OneSKY Strategic Assurance Advisor
- The OneSKY Leadership Team
- Members of the Branch

### As part of the OneSKY Australia Program

- OneSKY teammates
- OneSKY stakeholders

## Skills, Competencies and Qualifications

- Demonstrated experience in managing the execution of complex contracts and programs, including management and delivery of complex, interdependent procurement programs and services
- Experience applying mature procurement skills with a pragmatic and strategic focus
- Formal qualification in legal, commercial, supply chain management or other similar business discipline(s) desirable.
- Demonstrated ability to draft and review various correspondence, minutes, contract and related documents and to support the management of suppliers and stakeholders
- Ability to evaluate ongoing commercial performance and identify critical success factors and instigate continuous improvement or corrective action activities
- Demonstrated organisational and drafting skills, including the management of critical contract records
- Demonstrated ability to communicate with influence
- Demonstrated sound judgement and business acumen, with a focus on results in a service delivery environment

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- Demonstrated ability to think critically and to develop and present innovative solutions and influence outcomes
- Demonstrated ability to establish and maintain strategic relationships to facilitate partnerships and cooperation
- Demonstrated application of ethical behaviours, integrity, uprightness and honesty
- Proficient in Microsoft Office Applications (including SharePoint)
- Experience in SAP Ariba or a similar procure to pay system.
- Diversity of experience across the private and public sectors is desirable.

### 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.