



## Western Sydney/Canberra Commercial Manager

### Position Detail

<b>Reports To</b>	CB/WS Strategic Lead	<b>Group</b>	DCEO
<b>Classification</b>	Permanent	<b>Location</b>	Various locations considered
<b>Reports – Direct Total</b>	1		

### Organisational Environment

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

Our people are our greatest asset with a dynamic and diverse team operating from locations across the country – from bustling cities to regional and remote locations, including an island. Airservices is committed to fostering a culture that is diverse, inclusive, and respectful. We encourage motivated individuals who love what they do, value a service first mindset and embrace a challenge to explore a career with Airservices. In return you will be a valued team member, be offered flexibility and experience a meaningful career in an exciting, ever-evolving aviation industry.

Airservices has recently realigned our businesses transformational priorities into a number of large-scale investment outcomes across three of our business lines being, enabling services, aviation firefighting & rescue and aerospace services.

Western Sydney International Airport (WSIA) aligns with this business transformation and will become an important part of the Airservices Australia business. WSIA is currently under construction with a scheduled opening date of 2026.

The Procurement and Commercial Services team contributes a significant role in the delivery of commercial outcomes for the WS/CB Portfolio.

### Primary Purpose of Position

As the **Commercial Manager** within the WS/BB portfolio, you will provide commercial and supplier relationship thought leadership and influence the strategic vision and direction of procurement for your activities.

You will provide a proactive, consistent and responsive approach to enhance and strengthen relationships with suppliers to ensure successful delivery and driving greater supplier performance. This in turn will allow your business partners to optimise their service deliver model/s and provide an efficient, effective and economical service to Airservices.

You will be responsible for managing commercial agreements between Airservices and external suppliers and partners. This will involve ensuring Airservices meets its obligations under the agreements and also tracking the obligations of external parties.

As the **Commercial Manager**, you will be able to demonstrate strong leadership and program management expertise with particularly emphasis on ensuring milestones are met with a specific focus on supplier performance to drive an effective service delivery and execution phase within the sourcing and contract management lifecycle.

## Accountabilities and Responsibilities

### Position Specific:

Lead, manage, and undertake the commercial and contract management processes, which are compliant with established policies and procedures that will support implementation and execution of procurement initiatives that deliver value for money outcomes, which includes:

- Engage with internal stakeholders to deliver short, medium and long-term strategic objectives, and contribute to the development and achievement of the Airservices' CB/WS procurement and commercial contracting strategy.
- Ability to translate stakeholder needs to ensure that the contract reflects the future needs of WSIA and Airservices over the life of the contract.
- Commercial oversight of contracting arrangements including WSC to ensure performance is aligned with program requirements.
- Ability to ensure that all aspects of leasing arrangements are being managed and reported in line with Airservices requirements over the lifetime of the lease arrangements.
- Provide timely contract advice and interpretation including exceptional negotiation skills to drive favourable outcomes for Airservices.
- Ability to employ appropriate change management and governance techniques to large scale procurement programs that address the commercial risk profile.
- Develop, build and manage contract management relationships between key suppliers and Airservices' stakeholders.
- Confidence in managing and delivering acceptable commercial outcomes in dispute management and resolution.
- Demonstrated savings initiatives including year on year savings opportunities, benchmarking, de-scoping, demand management, supplier segmentation and terminations.
- Drive ongoing savings, cost avoidance and value addition targets as appropriate.
- Shapes contractual terms and conditions, involving legal when required, employing best practice in contracting methods to manage risk and maximise value.
- Knowledge of private and public sector acquisition process and contract management requirements
- Ideally CIPS and/or Contract Management equivalent) or able to demonstrate equivalent experience.
- Previous experience with Source to Contract systems, including SAP Ariba desirable.
- Demonstrate safety behaviours consistent with enterprise strategies

## Key Performance Indicators

- Maintain strong relationships with key suppliers to ensure effective delivery of program requirements and performance in line with value for money expectations and over KPI's
- Maintain a strong stakeholder focus by coordinating communication and establishing and maintaining effective communication channels.
- Provide reporting that details transparency, compliance, progress and benefits for WS/CB Portfolio

## Key Relationships

- CB/WS project leadership – provide timely and detailed updates on progress of contract performance, project program and conflicting priorities, issues and risks.
- Procurement and Commercial Services broader team
- Legal Community
- Finance – Manage approvals, tracking to budget and reconciliation activities
- Internal stakeholders and resources – Information sharing with stakeholders to manage contract and leasing commercial obligations and risks during the various phases of the procurement program and projects.
- Key Suppliers including Technology suppliers, WSACo and Stakeholders relevant to WSIA.

## Skills, Competencies and Qualifications

- Tertiary qualification in a Business, Commerce or related discipline.
- Proven experience in a senior management or team leader position.
- Proven ability to source, interpret and present information from within an organisation, across industries and from different markets.
- Proven ability to interpret and apply complex organisational frameworks and policies.
- Strong analytical skills with the ability to interpret financial data, assess expenditure trends and analyse lifecycle costs.
- Strong interpersonal, communication, negotiation and influencing skills.
- Proven experience working with Government agreements and commercial relationships.

## 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.