



Procurement & Contract Management Team Leader ARFFS

Position Detail			
Reports To	Commercial Performance Manager	Group	Aviation Rescue Fire Fighting Services (ARFFS)
Classification	ASA 8A	Location	Canberra
Reports – Direct Total	4		

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 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 fire fighting services at 26 Australian airports.

Airservices 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.

Within Airservices, Aviation Rescue Fire Fighting Services (ARFFS) provides aviation rescue and fire fighting services at 26 airports across Australia in accordance with CASR139H.

The Commercial and Business Performance (C&BP) Branch within ARFFS provides Asset Lifecycle Planning, Asset Lifecycle Maintenance, Portfolio Delivery and Commercial Performance. The Performance Commercial team include Finance and Commercial Teams.

Primary Purpose of Position

The Procurement & Contract Management Team Leader will provide leadership to the ARFFS Commercial Team which provides support and guidance enabling ARFFS to execute their commercial responsibilities in accordance with applicable legislation, regulations and standards. In addition the team provides procurement and contract management functions, supplier relationship management, management of ARFFS non-regulated initiatives (Other Business Revenue (OBR)) and property portfolio management.

Accountabilities and Responsibilities

Position Specific

- Lead a team of commercial professionals both within your team and across the wider ARFFS business to provide strategic commercial advisory services including:
 - a. ARFFS procurement & supplier relationship services
 - b. ARFFS contract establishment and management

- c. ARFFS property portfolio management
- d. ARFFS Other Business Revenue
- The creation and management of optimal commercial arrangements in accordance with the Airservices' strategic direction and ARFFS processes/procedures, including property leases, licences and other major contracts.
- Provide leadership, guidance and evaluation analysis for activities that involve approaching the market for strategic procurement activities.
- Lead and report on procurement and contract management first level assurance activities.
- Provide leadership to the Commercial Support Team as well as commercial professionals embedded within other teams within the ARFFS Business Group.
- Promote the development of commercial acumen across the ARFFS business group.
- Actively engage in internal and external stakeholder management.
- Contribute to the ongoing development of Airservices' procurement and contract management practices through engagement with the Corporate Enterprise Team and the development and dissemination of better practice information through the ARFFS group.
- Conduct and facilitate complex negotiations, dispute resolution and mediation with commercial and technical input from Subject Matter Experts.
- Proactively identify and address areas for improvement.

People

- Foster a work environment and culture with a strong focus on service delivery and high performance
- Develop work performance agreements for direct reports, monitor performance and provide effective feedback to improve the performance of individuals and the team over time
- Develop the capabilities of team members for their current role and manage and improve your own performance
- Ensure all licensing and training requirements of commercial staff are current and appropriate.
- Build effective working relationships with both internal and external stakeholders.
- Model own performance in ways that earns the teams trust, including the consistent modelling of desired behaviour.
- Maintain a culture of continuous improvement in Commercial & Business Performance.

Safety

- Model appropriate safety behaviours and discharge safety accountabilities as per Airservices Safety Management System policies and procedures.
- Abide by relevant WHS requirements with respect to performing your duties.

Key Performance Indicators

Efficient, Effective and Accountable

- ARFFS procurement and contract management function and its compliance with Airservices policies and procedures
- First line assurance of activities and related commercial reports provided within required timeframes.
- Effectively respond to questions and request for support from the business group within required timeframes.
- Effective management of the property portfolio to ensure that Airservices complies with all statutory, contractual, environmental and WHS requirements as obligated.

Key Relationships

Internal

- ARFFS Commercial & Business Performance Team
- ARFFS Operational Teams

- Airservices Corporate Enterprise Team

External

- Airport Management
- Contractors and Consultants

Skills Competencies and Qualifications

Qualifications and Experience:

Essential

- Minimum 5 years' experience in a commercial related role, including Procurement and Contract Management
- A degree qualification in a relevant field or an equivalent level of expertise gained from a combination of work experience training or professional accreditation in business or procurement
- Considerable experience in a range of end to end sourcing activities including extensive/complex/large scale services contract management

Desirable

- Ability to lead cross functional teams to deliver on organisational wide requirements
- Expertise in management of Commercial and vendor agreements and knowledge of contract management techniques, Service Management and legal provisions
- Knowledge of appropriate negotiation styles for all situations (internal and external), and effectively use these to deliver optimal procurement outcomes
- Strong communications skills and ability to build relationships with suppliers through effective contacting management; knowledge of dispute resolution and mitigations techniques
- Demonstrated relevant experience in managing continuous improvement of procedures and tasks.

Skills and Competencies:

- The ability to lead a team of professionals to deliver outcomes
- High level of interpersonal, presentation, communication and negotiation skills
- Successful and proven performance in procurement, contract and supplier relationship management
- Demonstrated ability to deliver accurate and timely advice and information which supports management decision making

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.