PROCUREMENT BUSINESS ANALYST

DEPARTMENT/UNIT
Strategic Procurement

FACULTY/DIVISION
Senior Vice-President and Chief Financial Officer

CLASSIFICATION
HEW Level 8

WORK LOCATION
211 Wellington Road Mulgrave

ORGANISATIONAL CONTEXT
There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. So, if you’re looking for the next chapter in your career, it’s here. You’ll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that’s filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The Office of the Chief Financial Officer and Senior Vice-President is one of the professional services portfolios supporting the University’s core businesses of education and research. We provide best-practice financial and business advice and services to the University. These include financial accounting, taxation, budgeting, financial performance and reporting, costing, strategic procurement, purchasing to payment, research and revenue accounting, business strategy, the University’s banking relationships, investment funds and borrowings and the management of major projects with complex financial and legal dimensions. For more information on the work we do, please visit our website.

Strategic Procurement provides expertise, guidance, leadership and management for the University’s procurement/commercial activities. Our aim is to drive value through effective and sustainable commercial relationships for the benefit of the University. To learn more about us, please visit our website.

POSITION PURPOSE
The Procurement Business Analyst will play a key role in the Procurement Strategy and Governance team. The role is responsible for gathering and analysing procurement data from multiple sources to develop sourcing strategies, support complex procurements and identify savings opportunities, driving cost out of the end-to-end delivery and deployment of complex procurement/commercial activities for and across the University.

This Procurement Business Analyst is responsible for a range of procurement data and analytics activities, which by design will challenge the established practices and behaviours within the University. The role is responsible for managing these activities and supporting the broader Strategic Procurement team against the University’s strategic procurement strategy, framework and objectives.
The position provides a range of analyst services to support the business and strategic needs of stakeholders in Strategic Procurement, which includes identifying, documenting and validating procurement and business needs, undertaking analysis on the University’s procurement spend — including research, statistical analysis, modelling and forecasting. The role will provide recommendations and reports to senior management on new opportunities, initiatives, project proposals, and strategies to inform business decisions. Providing support to procurement activities, expert advice and development of new processes, methodology and frameworks to meet stakeholder needs and enhance the operations of Strategic Procurement will be a key component of this position.

In addition, this position is responsible for all aspects of procurement data and analytics as they relate to the defined area of spend and other projects/areas as required, including providing high-quality insights and analytics, expert advice and managing the delivery of a range of activities. The Procurement Business Analyst operates with excellence and expertise in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

**Reporting Line:** The position reports to the Procurement Strategy and Governance Manager and works with a degree of autonomy under broad direction

**Supervisory Responsibilities:** Not Applicable

**Financial Delegation:** Not Applicable

**Budgetary Responsibilities:** Not Applicable

**KEY RESPONSIBILITIES**

1. Manage and perform a range of procurement-specific data-gathering and analytical activities to support business decision-making, business improvement, opportunity analysis, procurement planning and new procurement initiatives in accordance with University objectives, policies, procedures and strategic priorities

2. Identify and engage relevant stakeholders, scope the University’s procurement trends and requirements, gathering data from a wide range of internal and external sources in order to accurately identify and provide detailed analysis to support a wide-range of opportunities through detailed insight and data analytics

3. Provide expert analytical advice on a wide-range of matters, especially as they relate to the defined areas of spend which the role is responsible for supporting, and take accountability for the quality and timely implementation of deliverables including devising, managing and implementing outcomes to support the delivery against a defined savings target or other objectives

4. Support the preparation of business cases, position papers, briefings and reports for senior management and project stakeholders, including various forms of presentation of information where required

5. Develop specialised reports, correspondence, recommendations, presentations and advice on highly complex issues for a variety of audiences, including senior management

6. Provide expert analysis and opportunity identification for the University to achieve increased value for money, cost savings and risk reduction through strategic procurement initiatives, especially as they relate to the defined areas of spend which the role is responsible for supporting

7. Demonstrated interpersonal and communication skills with the ability to build successful relationships, work on complex projects through effective collaboration at a range of levels, with stakeholders both within and external to the University

8. Build and sustain partnerships and networks with other business units, functional areas, internal and external stakeholders, including contributing to projects and cross-functional initiatives

9. Contribute to the strong governance and transparency of the University’s procurement framework ensuring that procurement activities are delivered upon and executed effectively in order to deliver value to the University
10. Provide specialist advice, insight and guidance for senior management drawing on up-to-date knowledge and analysis in area of specialisation or technical expertise

11. Co-ordinate a work environment of continuous review and improvement of business practices and tools, operational processes and service provision

12. Undertake research, consultation, reviews, modelling, forecasting, business case development, quantitative and qualitative analysis and benchmarking to provide advice and support to business decision-making, compliance and quality assurance

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • Postgraduate qualifications or progress towards postgraduate qualifications and extensive, relevant experience; or
   • Extensive management experience and proven management expertise; or
   • MCIPS (Member of the Chartered Institute of Procurement and Supply) or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills
2. Significant procurement business analysis experience including contributing to strategic developments and decision-making in the provision of research synthesis, qualitative and quantitative data analysis, especially as it relates to strategic procurement activities

3. Highly developed numeracy, analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

4. Superior interpersonal, relationship and communication skills including the ability to interact, influence and negotiate with a variety of stakeholders

5. Demonstrated ability to prepare professional reports, the ability to provide authoritative and trusted advice and effectively prepare and present complex information and effectively communicate complex information to an executive audience in a clear and succinct manner.

6. Demonstrated and extensive experience in competitive procurement functions with procurement and contract management skills from a commercial or business background and ability to demonstrate an understanding of procurement and commercial principles and the application through techniques such as lifecycle costing and assessment

7. Exceptional developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines

8. Knowledge of quantitative and qualitative research design and statistical analysis techniques, along with experience in the application of analytical business tools

9. Demonstrated strong analytical, research and problem-solving skills and the ability to identify and recommend solutions to challenging issues

10. Superior computer literacy, particularly with current analytics tools and technologies, business management software packages and their various application capabilities

OTHER JOB-RELATED INFORMATION
• Travel to other campuses of the University may be required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted
• This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.