



## POSITION DESCRIPTION

Position Title	CORPORATE GOODS AND SERVICES MANAGER	Position No.	50057893
Team	Finance	Classification	Administrative/Professional
Department	Procurement	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Ultimo	Band / Level	Band 8
Reports to	NATIONAL PROCUREMENT MANAGER 50051756	HR Endorsement	20/12/2019

### Purpose

Manage existing contracts, identify and implement new initiatives and engage with key stakeholders focusing on and driving procurement objectives.

### Key Accountabilities

#### Business Support and Planning

- Identify and realise business improvement initiatives and develop and implement new processes and procedures to drive cost-savings, minimise corruption, improve performance and enhance efficiency.
- Be a subject matter expert (SME) across the Corporate Goods and Services categories including Professional Services, WHS, Employee Benefits, Office Supplies and Marketing, driving the centre-led model of procurement across the ABC.
- Identify, own and manage end-to-end strategic sourcing opportunities.
- Identify existing and create new supplier panels to facilitate “speed to market”.
- Work with stakeholders to develop procurement strategies, prepare tender documents and evaluation plans.
- Facilitate the tender release, submission and evaluation process, ensuring that probity, transparency and value for money principles are observed in all instances.
- Chair tender assessment panels as required.
- Lead supplier contract negotiations while liaising with key stakeholders.
- Liaise with the wider Procurement team and Finance to extract, interpret, utilise and report on procurement data and market intelligence.
- Ensure that market intelligence is relevant, current and accurate through a variety of methods including, but not limited to, industry reporting, seminars, conferences and industry events.

#### Contract Management and Reporting

- Work with key stakeholders to develop contract management plans.
- Develop, execute and deliver procurement related plans including category management and supplier management.
- Report on supplier performance and all contractual non-conformances, applying redress measures as contracted.

#### Stakeholder Management

- Establish strategic working relationships with colleagues both within and outside ABC to foster good relations, information networks and a positive profile for ABC’s procurement activities.
- Educate ABC staff regarding procurement policies, processes and guidelines.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.





## POSITION DESCRIPTION

- All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.

### Key Capabilities/Qualifications/Experience

1. Qualifications and Experience
  - Member of the Chartered Institute of Procurement and Supply (MCIPS) qualifications preferred but not mandatory.
  - Tertiary qualifications in a field such as, but not limited to: supply chain, business management or law highly desirable.
  - Relevant training in strategic sourcing, category management, negotiations and contract management desirable.
  - Evidence of ongoing professional development desirable.
2. Extensive category management experience in procurement across Professional Services, WHS, Employee Benefits, Office Supplies and Marketing.
3. Extensive experience working with Commonwealth/State/Territory/Local government or NGO requirements for procurement, policies, procedures, guidelines, and contract matters and their practical application preferable.
4. Extensive experience in preparing and running tenders and managing contracts and panels.
5. A strong customer-focus and proven ability to lead, influence, communicate and negotiate.
6. Well-developed verbal and written communication and presentation skills.
7. Strong organisational skills, including the ability to manage competing priorities and deliver results within pressing timeframes.
8. Demonstrated ability to solve problems and offer solutions.
9. Proven outstanding ability to develop and implement successful procurement outcomes, policies and procedures and improvement initiatives.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.