

Position Profile – Procurement Project and Governance Manager

Division	Finance, Governance and Commercial	Team	Procurement and Supply
Location	Brisbane	Reports to	Group Manager Procurement Services
Date Updated		Position Number	413856
Grade (TPS only)			

Position Purpose

To develop, manage and optimise Stanwell's procurement and supply governance, reporting and improvement projects. The role will be responsible for planning, managing and coordinating all activities related to the governance of the procurement and supply function. The role will support the procurement leadership team in ensuring all functions comply with legislative requirements and internal frameworks.

Qualifications

- Degree in Business or technical area or equivalent experience.

Experience and knowledge

- Minimum of eight years' experience in a similar role in projects and governance.
- Knowledge of the various legislation impacting on supply chain including (but not limited to) Queensland Procurement Policy (QPP), Sale of Goods, Trade Practices, Chain of responsibility, Freedom of Information and Privacy Act.
- Extensive experience in developing and implementing procurement and contracts frameworks, including contract formation, negotiation and ongoing contract management.
- Extensive experience in implementing best practice procurement governance.
- Demonstrated ability to develop and maintain relevant performance reporting relating to strategic supply, purchasing, procurement and governance.
- Demonstrated ability to identify and evaluate commercial risks, including the development and monitoring of specific risk mitigation activities.
- Demonstrated ability in the effective development and delivery of training both face to face and on-line, including the development of supporting material and process change management plans.

Responsibilities and outcomes

- Lead the procurement and supply function through the implementation and management of procedures, systems and performance management frameworks for all procurement related activity.
- Communicate and build effective working relationships with relevant stakeholders to ensure a high level of professional practice and delivery of compliant, effective and efficient procurement outcomes across the business.
- Apply the procurement governance and risk management framework to monitor compliance, manage risk and optimise procurement activity and performance.
- Manage and continuously improve procurement functional performance and compliance reporting requirements.
- Develop and deliver initiatives, workshops and training sessions to build Stanwell's procurement capability.
- Responsible for the completion of Stanwell's Annual Procurement Plan.
- Prepare detailed management reports on key governance metrics.
- Implementation of the Security Legislation Amendment (Critical Infrastructure) Bill 2020 within Stanwell, and ensuring ongoing compliance.
- Management of Stanwell's Contract Management Framework.

- Management of legislative mandatory supply chain training.
- Re-design, implement and maintain the Procurement and Supply SharePoint sites, and associated documentation, including the Procurement Handbook, to provide relevant and up to date information.
- Facilitate and manage the secretariate responsibilities of Stanwell's Procurement and Supply Council.
- Functional Planning – support the development of the functional plan aligned to corporate strategy and build commitment within the team to effectively execute this plan by providing clarity around priorities and goals.
- Financial Management – support the development of the functional budget through corporate budgeting process and to effectively track and manage functional activities in line with approved budget.
- Lead Procurement and Supply Improvement projects and support significant procurement activities when required.

Key capabilities

This position is expected to have demonstrated capability in the following areas:

<i>Business Acumen</i>	Understands the wider business context and seeks to maximise returns in a business environment. Is future-oriented and strategic and seeks areas for business improvement.
<i>Building Relationships</i>	Initiates and maintains collaborative relationships, is socially confident and quick to build rapport and trust with others. Tends to create a positive first impression at all levels, both internal and external to the organisation.
<i>Change Management</i>	Takes the lead in effecting strategic change within area of influence and more broadly. Able to effectively explain the reasons for the change and obtaining commitment and acceptance so that the required business outcomes are realised.
<i>Decision Making</i>	Able to identify and understand issues and opportunities, to be able to compare data from different sources and identify possible consequences to reach an appropriate course of action or solution. Confident using judgement to make decisions based on the information available, even if it is not complete, the situation is ambiguous or with no precedent. Able to reach an appropriate decision in a timely manner.
<i>Extending Trust</i>	Focusses on creating trust and building credibility at a personal level with others. This is achieved through the way they interact with others to inspire trust, giving them confidence in their intentions and those of Stanwell's. They also in turn trust others, by demonstrating respect, creating transparency, and keeping commitments.
<i>Inclusive</i>	Creating an environment in which all individuals feel, and are treated, fairly and respectfully, have access to opportunities and can contribute their ideas, perspectives and talents. This encompasses challenging and overcoming one's unconscious bias (biased towards the world around us and use of stereotypes).
<i>Influencing</i>	Using appropriate interpersonal styles to gain acceptance of ideas and plans or to change a person's perspective; modify one's own behaviour to accommodate tasks, situations, and individuals involved.
<i>Innovation</i>	Ability to think ahead and proactively apply knowledge and judgement to generate new and innovative solutions, ideas, and approaches to problems. Is strategically minded, future-oriented and shows foresight to anticipate issues before they arise, taking a creative approach to solving problems. Takes a broad perspective and is open to taking calculated risks.

Stanwell Values Uphold and champion Stanwell's Values and Code of Conduct (including ethical behaviour, fair treatment, conflict of interest, confidential information, and complying with the law). Ensuring they are at the forefront of decisions and action, coaching and challenging others to demonstrate acceptable behaviours where appropriate.

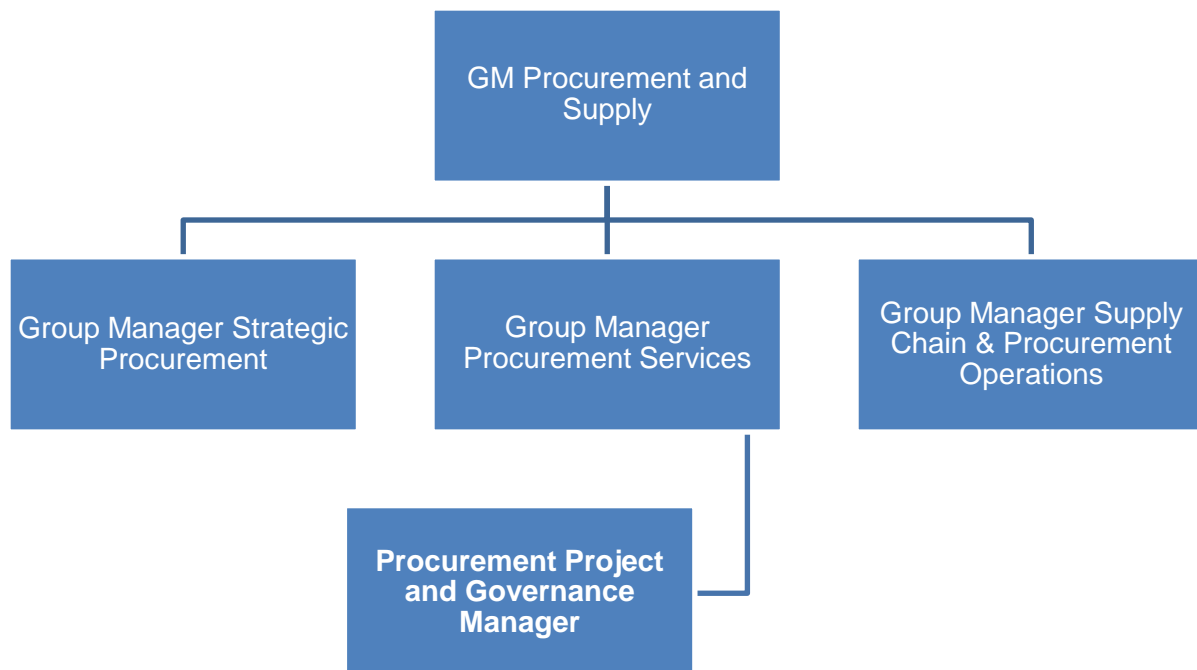
Strategic Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risk. Creates a broad compelling vision and organises others to pursue it.

Teamwork Work cooperatively, supports and collaborates with team members and across other teams to successfully achieve targets and business outcomes. Appreciates the benefits of diversity and works well with a variety of people.

Decision making

- The incumbent is responsible for developing and managing their supply chain management business plan in line with approved budgets.
- Makes all the necessary commercial decisions to achieve the specific outcomes of the role.
- Assess ambiguous situations and be comfortable using judgement to make decisions.
- Research, investigate, analyse and present recommendations for decisions that require approval or endorsement.

Team Structure



This position profile reflects a summary the role, it is not intended to be an all-inclusive list of duties and responsibilities. Leaders may direct employees to perform other duties at their discretion.