POSITION DESCRIPTION

Position Title: Procurement Supervisor
Organisation Unit: Strategic Procurement, Governance and Risk Management Division
Position Number: 3021855
Type of Employment: Continuing, Full-time
Classification: HCE Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its
proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Governance and Risk Management Division provides consolidated leadership, strategic direction, management and expertise to enable effective and efficient governance and risk management across the University. The Division is responsible for the development and management of the University’s enterprise-wide governance, risk management, compliance and procurement frameworks and processes, facilitating their adoption, and providing assurance on their effectiveness.

The Division comprises the following specific functions and teams: Enterprise Governance, Enterprise Risk Services, Enterprise Insurance Services, Enterprise Compliance Services, Enterprise Procurement Services, Corporate Services and Internal Audit.

UQ’s Strategic Procurement Services within the Governance and Risk Management Division is dedicated to supporting research, teaching and local operational factions by:

• Providing expert advice and support for all aspects of procurement across a broad range of goods and services, covering procurement planning, document preparation, tendering, price negotiations, risk assessment, and contract preparation and management.

• Managing uncertainty of supply by establishing purchase contracts or preferred supplier agreements of a tenderable value.

• Mitigating risks by evaluating vulnerabilities in your procurement cycle or the manner in which you interface with vendors and service providers.

• Providing ongoing training programs and delivering a procurement seminar series for knowledge enhancement.

• Developing effective ‘self-help’ tools through our informative website and guides.

• Recommending best practice purchasing methods for specific categories of goods and services.

The University is investing in the latest advances in electronic trading. UQ currently processes in excess of 94,000 purchase orders per year, the majority of which are low value, high turnover items, for which an electronic marketplace becomes a most appropriate procurement tool to enact transactional efficiencies and streamline processes. With information flowing through an automated
platform, it becomes easier to use analytics and decision-support tools to develop a better understanding of spend and fundamentally strengthen the relationship between the University and its suppliers. Further expansion in other areas of the procure-to-pay cycle is on-going.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Procurement Supervisor’s role is to facilitate and support the strategic procurement function within the wider University community. The Procurement Supervisor is responsible for working collaboratively with UQ staff who have procurement responsibilities and under the direction of the Director, Procurement, to develop best practice procurement strategies across the University that reflect current UQ policies and State Government legislation. The Procurement Supervisor is also responsible for identifying additional areas within the University that require management under specific procurement strategies.

Duties

Duties and responsibilities include, but are not limited to:

- Supervise and provide leadership for the Procurement section’s activities including monitoring workloads and undertaking staff appraisals.
- Lead effective end-to-end procurement processes including tender processes and market analysis in collaboration with various University staff.
- Establish and manage various spend categories including office supplies and couriers and freight on a as required basis to support the University’s transition to a category management structure.
- Work collaboratively with the University’s staff (who have procurement responsibilities) to develop best practice procurement strategies, by reviewing the current process and procedures and analysing University expenditure and supplier arrangements to identify likely areas for more cost effective purchasing through a strategic procurement approach.
- Review and revise UQ procurement policies and procedures to ensure compliance with current State Government legislation and effect changes to the former by updating the UQ policy and procedures library and assisting in the delivery of targeted training to UQ purchasing personnel.
- Negotiate and maintain effective and respectful working relationships with University staff, related entities and a diverse range of suppliers on procurement related issues.
- Provide high-level strategic and operational advice to senior managers regarding the University’s procurement strategies and cost savings derived from these strategies.
- Provide direction and advice to category and contract managers in relation to compliance with procurement policies and procedures.
• Work collaboratively with the eProcurement team to ensure best practice procurement across all mediums.
• Organise and co-ordinate the University procurement network to educate, involve and encourage staff responsible for procurement activities.
• Investigate and take necessary action procurement related enquiries’.
• Manage the University’s procurement training courses.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
This position reports to the Director, Strategic Procurement Services, Governance and Risk Division. This position also provides direct supervision to the Procurement Officer and Assistant Procurement Officer within Strategic Procurement Services.

SELECTION CRITERIA

Essential
• A degree (preferably in Commerce or Business) with subsequent relevant experience; or procurement related qualification/s (e.g. Level 3 procurement training, CIPSA accreditation); or extensive experience and specialist expertise in Procurement for large organisations; or an equivalent combination of relevant experience and/or education/training.
• Excellent written and verbal skills, as well as advanced communication skills including presentation, group interaction management, negotiation and conflict management.
• Sound knowledge of the University’s policies, procedures and documentation, or the ability to acquire this knowledge rapidly.
• Knowledge and understanding of current State Government legislation with regards to procurement.
• Demonstrated experience within a complex and diverse procurement environment.
• Experience in supervising and managing a team as well as proven ability to provide leadership and direction in a team environment.
• A proven ability to be highly organised and self-managing, with the ability to meet tight
deadlines, manage conflicting priorities and set realistic goals with minimal supervision or
direction.

Desirable

- Experience with PeopleSoft Financials or similar enterprise class financial system.
- Experience in effecting changes to an organisation’s procurement strategies according to best
  practice and current legislation.

The University of Queensland is an equal opportunity employer.

Smoking is prohibited in all University buildings.