POSITION DESCRIPTION

Position Title: Senior Procurement and Contracts Specialist
Organisation Unit: Information Technology Services
Position Number: TBC
Type of Employment: Full-time, continuing
Classification: HEW 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 (43), the US News Best Global Universities Rankings (43), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 52,000-plus strong student community includes more than 16,000 postgraduate scholars and more than 15,000 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 $16billion+ (see [http://uniquest.com.au/our-track-record](http://uniquest.com.au/our-track-record)).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

In 1958, a committee was established under Sydney A. Prentice to study the possibility of installing an automatic digital computer within the University. Computers have played an integral role in the University's success ever since. Today, Information Technology Services (ITS) provides a wide range of IT services to 60,000 users and supports the administrative, teaching, learning and research needs of the University, and contributes positively to the student experience and the University’s reputation.

ITS manages core networks and IT infrastructure for the whole university, delivering network, systems and IT infrastructure support to the University, and application development. Internet access to the National Research and Education Network (NREN), which connects most universities and CSIRO in Queensland is managed by ITS on behalf of the Queensland Regional Network Organisation (QRNO), and many of UQ’s largest servers are also operated by ITS.

Within ITS is the internationally recognised network security group, AusCERT, which provides Internet security services throughout Australia and New Zealand. Its clients include universities in Australia and New Zealand, many banks, ISPs and government departments at federal, state and local levels. ITS also works with other Queensland universities to manage access to the national university network (AARNet).

In addition to providing direct services, ITS has a large number of service level agreements covering desktop system support, server administration, network support and audio-visual services delivery for all centrally-controlled lecture theatres. ITS also administers the University’s extensive telephone network, which includes over 11,500 fixed lines and cordless, wireless and fax connections.

For further information please visit our website.

The ICT Category Management team, within the IT Governance section, is responsible for implementing and maintaining an IT procurement and purchasing framework that responds to the IT requirements of the UQ community, drives value for UQ and supports the UQ IT Strategy.

Key activities that enable IT Category Management to deliver value for UQ include:

- Stakeholder Engagement: identifying UQ stakeholders and understanding their IT product and service needs;
- Supply Market Analysis: conducting market analysis and establishing efficient and cost-effective sourcing channels;
- Vendor Management: identifying, managing and strengthening key vendor relationships; and
- IT Contract Management: documenting, managing and reviewing IT agreements.

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](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The role of Senior Procurement and Contracts Specialist is to assist the Category Manager (ICT) and technology-specific ICT sub-category managers, in ICT category planning and ongoing ICT procurement activities. The role will provide both advice and support services in the preparation of procurement plans, tender development and contract management. The Senior Procurement and Contracts Specialist is expected to meet University and team expectations by ensuring all processes are followed in accordance with University policies in an efficient and accurate manner.

Duties

Duties and responsibilities include, but are not limited to:

- Contribute effectively to all aspects of ICT procurement including procurement plans, specification / tender development, management and evaluation.
- Contribute to the development, implementation and review of ICT procurement strategies and policies and support the Category Manager (ICT) and ICT sub-category managers in the preparation of the ICT Category Management Plan, through spend analysis, demand analysis, market analysis and stakeholder engagement.
- Contribute effectively to all aspects of supplier negotiations, including commercial and contract negotiation.
- Independently prepare ICT procurement contracts based on UQ’s specifications and approved template terms and manage the execution of ICT contracts in accordance with UQ’s Delegations Policy.
- Liaise with UQ Legal Services in relation to identified legal risks associated with ICT procurement activities.
- Support IT Managers in following appropriate recruitment and procurement processes to engage resources for project activities.
- Support IT Managers by providing technical writing support.
- Provide a high level of customer service and advice to UQ ICT purchasers in a relevant, timely and accurate manner on matters relating to procurement policy and procedures.
- Publish tenders on the Queensland Government’s Qtenders website and monitor and update as necessary.
- Contribute to the development, implementation and review of ICT procurement guidelines, templates, website and procurement system, consistent with the requirements of the UQ Procurement Policy and procurement best practice.
- Maintaining sufficient knowledge of contemporary ICT technologies and market trends to effectively contribute to the review of ICT procurement documentation and to enable effective communication with ICT subject matter experts.
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 of 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

The position reports to the Category Manager (ICT), within the IT Governance Section. While the position does not have direct reports, it will work with a broad group of parties at the University and will communicate with external suppliers.

SELECTION CRITERIA

Essential

- A degree (preferably in Information Technology, Law, Commerce or Business) with subsequent relevant experience working in or supporting a large IT department; or extensive experience and specialist expertise in IT Procurement for large organisations; or an equivalent combination of relevant experience and/or education/training.
- Knowledge of procurement policy and procedures as they apply to IT procurement in a large public sector or commercial organisation.
- Experience in leading and advising on significant procurement activities from planning, risk management, and development of tender documentation through to vendor negotiation and contract delivery.
- Excellent interpersonal, written and verbal communication skills, including demonstrated negotiation abilities, with experience in consulting with and influencing stakeholders to deliver outcomes within a large environment, preferably at a University.
- High level analytical skills and ability sufficient to assess problems, articulate trends and strategies based on that analysis, and propose appropriate solutions and provide concise reports against indicators for management.
- 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

- 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 regulations, policy and guidelines with regards to procurement, or the ability to acquire this knowledge rapidly.
- Procurement related qualification/s (e.g. Level 3 procurement training, CIPSA accreditation)
The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated including part-time hours at pro rata.

Accessibility requirements and/or adjustments can be directed Lauren Bourke, HR Advisor, on (07) 3443 1363 or at central-hr-advisory@uq.edu.au.