POSITION DESCRIPTION

Job Title: Lead Category Manager, Enterprise Procurement

Organisation Unit: Enterprise Procurement (Governance and Risk)

Position Number: [New]

Type of Employment: 1 year - fixed term

Classification: HEW 9

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 $11billion+ (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 Division provides leadership, strategic direction and management to enable effective and efficient governance and risk management towards delivering the University’s planned outputs and outcomes. The Division is responsible for the development and management of the University’s enterprise-wide governance, risk management, compliance and procurement frameworks facilitating their adoption, and providing assurance on their effectiveness.

The Division comprises the following specific functions: Governance, Risk, Insurance, Compliance, Procurement, Travel and Internal Audit.

Enterprise Procurement Services

Enterprise Procurement Services is responsible for providing overall leadership and governance of the procurement function across UQ including enabling and ensuring compliance with the Procurement Policy. The Procurement Policy provides the overall framework, direction and oversight for the sustainable, systematic and disciplined performance, governance and management of the procurement of goods and services across UQ including category management, demand planning, sourcing, buying and post-contract supply management.

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

Reporting to the Associate Director Enterprise Procurement, the Lead Category Manager will be responsible for the development and implementation of a Category Management Framework for the University and the overall management of assigned categories of goods and services. The role includes development of category management plans and procurement strategies, market engagement including management of tenders, supplier selection, contract negotiations, contracting, contract management and supplier relationship management.

This role will be required to engage with the UQ community to determine forward procurement schedules and provide strategic advice, guidance and support to the Senior Executive on matters related to Procurement.
**Duties**

The duties and responsibilities of the position include, but are not limited to:

- In consultation with Category Owners and relevant stakeholders, develop a Category Management Framework for the University and facilitate its adoption. This includes supporting and advising Category Owners and managers on the development and implementation of Category Management Plans and related procurement strategies.

- Review and improve the University’s Tender Process including the documentation, standard terms and conditions and guidelines to enable and ensure the effective and efficient management of tenders.

- Enable and ensure the effective and efficient management of assigned tenders for complex, high value and/or high risk procurement. This includes providing necessary support and advice to category owners and managers in preparing tender documentation and in dealing with prospective and preferred suppliers, and ensuring probity and integrity of the tender process and outcomes.

- Ensure effective and efficient planning, procurement and management of assigned categories of goods and services. This includes analysing category performance, leading and managing market engagement processes and establishing panel arrangements when appropriate.

- Engage and collaborate with internal and external stakeholders to identify and analyse synergies and cost-savings opportunities across categories. Where appropriate project manage these initiatives to drive better commercial outcomes, enhance probity and operational efficiencies.

- Proactively assist the Associate Director Enterprise Procurement to develop, implement and maintain best practice procurement function including policies, processes, systems and staff capabilities to achieve UQ’s procurement objectives.

**Other Tasks**

- Undertake other tasks as directed by the Associate Director Enterprise Procurement.

- Comply with the University’s Code of Conduct (see University’s web site at [http://www.uq.edu.au/hupp/?page=24987](http://www.uq.edu.au/hupp/?page=24987)).

- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School (see the University’s web site at [http://www.uq.edu.au/ohs/index.html?page=133956](http://www.uq.edu.au/ohs/index.html?page=133956)).

- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at [http://www.uq.edu.au/sustainability/responsibilities](http://www.uq.edu.au/sustainability/responsibilities)).

**Reporting Relationships**

The position reports directly to the Associate Director Enterprise Procurement.
SELECTION CRITERIA

**Essential**

- Graduate qualifications in a relevant discipline or equivalent level of expertise gained from a combination of experience, training, professional accreditation and qualification.
- Demonstrated record of leadership and at least 5 years’ experience in a strategic sourcing or category management role in a large private or public sector organisation, or in a large and complex project.
- Sound knowledge of commercial procurement practices including category management and strategic procurement, with a demonstrable awareness of commercial law.
- Demonstrated ability to develop and implement category management plans and procurement strategy in a large and diverse organisation.
- Extensive practical experience in managing high-value or complex tenders, negotiating contracts and managing contracts and supplier performance and relationships.
- Highly developed analytical skills and the ability to identify opportunities and develop strategies based on that analysis to enable the delivery of better commercial outcomes.
- Extensive practical experience in providing strategic and commercial procurement advice and guidance to senior management.
- Strong ability to build relationships with internal and external stakeholders and collaborate with the wider procurement function within the organisation.
- Excellent communication, negotiation, collaboration and influencing skills and proven ability to manage competing priorities and deliver outcomes within defined timeframes.

**Desirable**

- Experience in risk management, including risk workshop facilitation.
- Experience in managing procurement in the higher education sector.
- Registration with the Chartered Institute of Purchasing and Supply (CIPS) or eligible for registration.

**The University of Queensland values diversity and inclusion.**

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.