POSITION DESCRIPTION

Position Title: Procurement Manager (Operations)
Organisation Unit: Enterprise Procurement (Division of Governance and Risk)
Position Number: 1181091
Type of Employment: Continuing, full-time
Classification: HEW Level 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 this will be a strategic focus going forward.

Organisational Environment

The Governance and Risk Division provides leadership, strategic direction and management to enable effective and efficient governance and risk management supporting the University’s planned outputs and outcomes. The Division is responsible for 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, Enterprise Risk, Insurance Services, Compliance, Enterprise Procurement and UQ Travel.

Enterprise Procurement

Enterprise Procurement is responsible for providing overall leadership and governance of the procurement function across UQ including enabling and ensuring compliance with the UQ Procurement Policy. The UQ Procurement Policy provides the overall framework, 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 Procurement Manager (Operations) will be responsible for ensuring efficient and effective procurement systems and processes, high level procurement service and advice delivery and the continuous improvement of the University’s procurement activities and initiatives. The role will have responsibility for the management of specific key activities including procurement analytics and metric reporting and supplier maintenance.

The role will drive improvements in operational efficiencies and process automation and will supervise the administration and management of relevant enterprise systems that sit with Enterprise Procurement (currently ERP eProcurement and Purchasing modules as well as the University’s electronic marketplace procurement solution - UQeMarket).

The role will provide high-level advice and support to the Associate Director, Enterprise Procurement and other senior executives on tactical procurement initiatives, supporting implementation, undertaking co-ordination and quality assurance of the procurement
function of the University. The Procurement Manager (Operations) may be responsible for key supplier relationships as agreed and the Associate Director, Enterprise Procurement.

The role will work in collaboration with a variety of stakeholders across the University, including key finance teams, School Managers, project teams, category managers, and colleagues within Enterprise Procurement.

**Duties**

Duties and responsibilities include, but are not limited to:

**Procurement Systems and Operational Efficiency**
- Supervise the administration and maintenance of:
  - a. enterprise systems that Enterprise Procurement has responsibility for (currently ERP eProcurement and Purchasing modules).
  - b. the University’s electronic marketplace procurement solution (UQeMarket).
  - c. the University’s Supplier Master File.
- Proactively investigate and implement continuous improvement initiatives relating to procurement at the University, including through appropriate process automation.
- Work collaboratively with category owners to facilitate efficient use of UQeMarket.
- Escalate issues in relation to Supplier Master File maintenance to the Procurement Manager (Governance) or the Associate Director, Enterprise Procurement as appropriate.

**Supplier Management**
- Operationalise sound supplier management practices across the University in accordance with the University’s Contract & Supplier Management Framework, incorporating the effective and efficient management of supplier relationships and performance, and the effective management of strategic suppliers.

**Business Intelligence and Training**
- In collaboration with team members, develop and deliver analytic outputs, metrics, key performance indicators and tools which facilitate and support ongoing improvements in:
  - a. Category Spend and demand analysis
  - b. Supplier and market intelligence
  - c. Cost modelling and forecasting
  - d. Predictive analytics and metrics
  - e. Target measurement including baseline setting and benefits tracking
  - f. Supply chain mapping and analysis
  - g. Supplier performance
  - h. regular management reporting and ad hoc reports for the University community
- In collaboration with team members, develop and deliver appropriate training materials and activities to support the adoption of sound and efficient procurement practices by the University community.

**Procurement/sourcing activities**
Contribute at a high level to all aspects of supplier negotiations, including commercial and contract negotiations.

Lead significant University sourcing activities and initiatives (RFx and negotiations) and support other sourcing execution activities within the wider-UQ procurement network, including project activities.

Proactively liaise with UQ Legal Services to address identified legal risks associated with UQ’s procurement activities.

General

Lead a small team of procurement staff with responsibilities in procurement systems administration, supplier management and data analytics.

Proactively assist the Associate Director, Enterprise Procurement to:

a. Monitor, review and report on UQ’s procurement activities with a view to providing assurance to UQ’s senior management as to compliance with the UQ Procurement Policy;

b. Develop, implement and maintain best practice procurement function including policies, processes, systems and staff capabilities to achieve UQ’s procurement objectives.

Work collaboratively and effectively with the rest of the UQ Enterprise Procurement team to deliver a seamless, effective and efficient service to the UQ community. This includes supporting other areas of Enterprise Procurement as and when the need arises in a collegiate and co-operative manner.

Undertake other projects and tasks as reasonably requested by the Associate Director, Enterprise Procurement.

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 Associate Director, Enterprise Procurement. The position supervises a small team of procurement staff, currently Senior eProcurement Officer, Procurement Advisor (Analytics), eProcurement Officer and Procurement Admin Officer.
SELECTION CRITERIA

Essential

- Graduate qualifications in a relevant discipline (preferably in Law, Commerce or Business) with subsequent relevant experience or equivalent level of extensive specialist expertise gained from a combination of experience, training, professional accreditation and qualification, gained in large organisations, preferably in the higher education sector.

- Sound knowledge of the University’s policies, procedures and documentation, particularly those relating to procurement, or the ability to acquire this knowledge rapidly.

- Expert knowledge of and extensive experience in using the University’s finance system (currently Peoplesoft) and electronic marketplace system (currently UQeMarket), or the ability to rapidly acquire this knowledge and equivalent skills.

- Demonstrated record of leadership and significant experience in a strategic or management role in a large private or public sector organisation, or in a large and complex project environment. This must include management and mentoring of staff.

- Highly developed analytical skills and demonstrated experience in analysis of information and processes, and the ability to identify opportunities and develop strategies based on that analysis to enable the delivery of better commercial outcomes. Advanced Microsoft Excel skills are required.

- Demonstrated ability to provide clear, effective and valuable advice based on the outcome of analysis and to develop and implement procurement strategy in a large and diverse organisation.

- Expert knowledge of commercial procurement practices including category management and strategic procurement and an associated understanding of risk management with a demonstrable awareness of Australian commercial law.

- Extensive practical experience in providing strategic and commercial procurement advice and guidance to senior management, including the management of high-value or complex tenders, negotiating and managing contracts, supplier performance and relationships.

- Excellent verbal and written communication, negotiation, collaboration and influencing skills with both internal and external stakeholders alike.

- A proven ability to be highly organised and self-managing, with the ability to meet tight deadlines, manage conflicting priorities and set realistic goals without 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, policies and guidelines as relevant to procurement, or the ability to acquire this knowledge rapidly.

- Experience managing an eProcurement solution.

- Experience in managing procurement in the higher education sector.

- Registration with the Chartered Institute of Purchasing and Supply (CIPS) or eligibility for registration and/or procurement related qualifications.
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.

Accessibility requirements and/or adjustments can be directed to (insert details of HR contact assisting with recruitment).