## Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>ICT Category Manager</th>
<th>HEW Level:</th>
<th>HEW 10</th>
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<tbody>
<tr>
<td>Faculty/Office:</td>
<td>Finance</td>
<td></td>
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<tr>
<td>Department/Team:</td>
<td>Strategic Procurement</td>
<td></td>
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<tr>
<td>Date:</td>
<td>July 2019</td>
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### Position Purpose:
To provide leadership and direction in establishing procurement practices to support the University and its affiliates’ sourcing requirements to meet business needs. Key activities include leading sourcing activities, commercial negotiations, and support with management and development of suppliers, strategic planning and execution, and contract and risk management activities.

### ORGANISATIONAL CONTEXT

Macquarie University’s ICT needs are broad and complex. The role of the ICT Category Manager is a senior role within the University’s Strategic Procurement Team and Finance Department.

The role holds the responsibility for working collaboratively with many and varied stakeholders to understand business needs and objectives and translate them into sourcing strategies. The holder of the role will provide advice and guidance on matters relating to all aspects of ICT sourcing activities and category management, including input into and planning of ICT strategy, negotiation approaches, sourcing, contract negotiations and supplier relationship management and development.

This role will also have key focus on all major procurement activities of Macquarie University hospital.

The University is seeking a candidate with a combination of procurement programme/project management, contractual, commercial and highly developed interpersonal skills.

### ORGANISATION CHART

![Organigram](image-url)
<table>
<thead>
<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>POSITION CONTEXT</th>
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</table>
| • Develop, lead and provide procurement consulting and support on technology sourcing projects to the University and its affiliates to optimise value for money outcomes and meet stakeholder needs and expectations.  
• Provide expert advice to internal clients on technology and other contracts, market environment, vendors, tendering and other acquisition processes to encourage innovative practices and support delivery of procurement solutions for the ICT category that meet the needs of the University.  
• Execute procurement strategies, including conducting contract negotiations and leading engagement activities through leading and managing cross-functional teams and providing regular updates to stakeholders and leaders;  
• Manage risk and ensure compliance within procurement and tendering guidelines whilst seeking to adopt innovative, best practice procurement solutions;  
• Identify and manage a range of end to end procurement activities taking into account: planning, sourcing, contract management (as required), supplier relationships and developments, risk management and total lifecycle cost to minimise negative impacts on category objectives while encouraging opportunities to streamline and automate purchasing strategies for all IT goods and services to minimise suppliers and maximise value.  
• Support central IT, faculties, departments and affiliates with execution and implementation of supplier strategies, providing commercial support, analysis, research, benchmarking and advice in managing suppliers and contractual issues.  
• Manage the collection, analysis and reporting of relevant data on the commercial performance of ICT contracts and strategic sourcing category management plans key projects and initiatives to allow measurement of procurement benefits and tracking of pipeline activity and communicate issues in a timely manner regarding impeding progress including offering solutions to identified issues.  
• Build and manage productive collaborative relationships with key stakeholders to facilitate the successful implementation and adoption of new technology and system enhancements.  
• Support the development of the University Strategic Sourcing Framework and Operating Model.  
• Comply with relevant EEO and WHS regulations  
• Perform any other duties as required and appropriate for this classification. | • Reports to: Group Director – Strategic Procurement  
• Positions Reporting to: Direct: nil  
Indirect: nil  
• Key Direct Clients:  
- CIO, Director/s ICT, ICT Vendor Manager/s, CEO Macquarie University Hospital, COO Macquarie Health, Finance Director Macquarie Health  
- Finance and ICT Managers across faculties and departments and affiliates  
- Other staff members in own office or department  
- Immediate team members  
- MQ staff in general  
- University’s ICT and other vendors  
• Other Key Relationships:  
- Executive  
- Heads of Office, Heads of Dept, Senior Managers, Faculty General Manager  
- Other staff members in own office or department  
- Immediate team members  
- MQ staff in general  
• Budget Accountability: Nil.  
• Role-specific Conditions:  
- Domestic travels may be required  
- Criminal check  
• Scope and autonomy: Identifies University wide current and emerging issues and develops appropriate policies, strategies and/or programs.  
• Problem solving: Manages significant organisational problems and/or issues and undertakes complex strategic planning and decision making. |
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Influencing and Persuading</strong>: Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Implementing Systems</strong>: Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<tr>
<td><strong>Setting Expectations</strong>: Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<tr>
<td><strong>Delegating</strong>: Enlisting the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgement.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Tracking Performance</strong>: Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Giving Feedback</strong>: Letting others know in a respectful, supportive and straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Leading and Directing</strong>: Taking the lead and exercising influence when managing complex situations and/or making critical business decisions.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Delivering Outcomes</strong>: Holding self and others accountable for achieving high quality and solution focused outcomes.</td>
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<td><strong>Developing Capability</strong>: Coaching, mentoring and supporting others to develop their competence and confidence for performance and growth.</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

• Bachelor level degree or equivalent and/or substantial relevant experience;
• Highly developed analytical and project management skills;
• Superior communication skills – verbal and written;
• Knowledge and understanding of commercial drivers and risk mitigation strategies.
• Expert knowledge of Supply Chain Management in an IT environment, including ability to manage business risk, liabilities and constraints.
• Knowledge of change management methodologies and practices desirable.

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

Knowledge of Finance’s functions and structure.
Knowledge of Finance’s policies, systems, processes and procedures.
Understanding the external market/context relevant to their areas of expertise/specialisation
Understanding the local and global market/context within which the University operates.
Knowledge of how the University works and how relevant functions across the University interrelate.

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

• Proven ability to influence teams/stakeholders of senior independent professionals vendors and clients to achieve cost effective and timely solutions
• Experience in Commercial negotiations, Tender and contract writing.
• Experience managing projects (particularly in a context of procurement), data analysis and management.
• Experience leading procurement function in a large complex multinational/global organisation and/or university and an expert in deriving value through procurement.
• A trusted commercial advisor able to navigate a complex business environment and have experience in working in both matrix and in hierarchical structures;
• Proven experience in influencing, engaging and managing stakeholders
• Experience in vendor management; experience developing effective sourcing and partnering strategies that best leverage resources and reflect changing vendor / partner capabilities.