

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES
ENJOY A VIBRANT LIFESTYLE**

Principal Business Services and Operations Category

Division	Finance and Corporate Services	Department	Procurement
Reports To	Procurement Development Manager	Direct Reports	Yes - 4

Position Purpose

This position will lead the development and implementation of the category management approach, strategies and plans for the business services and operations (BOS) category of spend to effectively support Council stakeholders and the strategic procurement agenda.

Key Responsibilities and Outcomes

Operational

As a Principal BOS Category you will:

- Lead and manage the category management, contract management and supplier relationship management functions of the BOS category of spend within Council in accordance legislation, contractual and business requirements.
- Lead the development and implementation of best practice category management and sourcing strategies that consider optimum value for money and the achievement of Council objectives.
- Execute category management and sourcing strategies, contract management plans, benefits realisation plans (including associated procurement process activities therein) and provide input into Council's Corporate Procurement Plan and Forward Procurement Schedule.
- Undertake necessary reporting and analysis for evaluation of compliance, analysis of expenditure, review of savings opportunities, and assessment of benefits realisation including development and implementation of initiatives to drive value and efficiencies both within the category and across relevant areas of Council.
- Build a high performance, continuous improvement and customer focused team by overseeing the efficient and effective delivery of all strategic procurement related activities within the BOS category including the timely delivery of services of the team, supervision and workforce management of staff.
- Build and maintain strong relationships across a range of diverse internal and external stakeholders to ensure quality service delivery and procurement outcomes are achieved.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader you will take accountability for demonstrating the values, expectations and behaviours and enable my team members to do the same.

Decision Making

Budget - \$nil

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register

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Knowledge & Experience

- Extensive experience across the full range of procurement best practice implementation activities and a strong commercial background.
- Demonstrated experience in developing and implementing BOS (electricity, ICT, library services, PPE, uniforms, logistics, furniture, office supplies, employee services, labour hire, marketing, professional services etc.) related category plans, subsequent sourcing activities, contract management and administration (including supplier and performance management) and benefits realisation.
- Detailed knowledge of the relevant legislative and contractual requirements for the provision of a high-quality contract management and contract administrative service throughout the total life cycle for capital and operational programs/projects and contracts.
- Extensive knowledge of sourcing strategies for BOS industries that involve a mix of direct and indirect service provision, including experience in implementing outsourcing of services, a well-developed understanding of contract law complemented by exceptional commercial contractual and business acumen.
- Well-developed and proven relationship management skills and experience and success in developing supplier relationships.
- Well-developed and proven strong negotiation skills including knowledge of BOS markets for major and complex one off projects and/or supply agreements with an ability to balance price / quality / relationship trade-offs with suppliers to achieve optimal value for money.
- Highly developed interpersonal skills with the ability to communicate, lead and motivate others towards the achievement of significant corporate objectives and encouraging others to think innovatively with a proven track record in managing relationships at senior levels.
- Demonstrated expertise in leading changes to business / procurement processes.
- High level business planning, target setting and measurement with a proven ability in achieving goals and high-level project management skills including the achievement of project deliverables.
- Comprehensive knowledge of local government tendering and procurement legislation and procedures (desirable).

Qualifications

- Degree in strategic procurement. business and/or equivalent experience in business operations related procurement activities in a government environment.
- Professional membership and accreditation to CIPS would be highly regarded.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.