

WorkCover

QUEENSLAND



First Nations Senior Procurement Advisor

Strategy and Finance Group



Acknowledgement of Country

WorkCover Queensland respectfully acknowledges and pays respect to Queensland's Elders past, present and emerging. We acknowledge the Turrbal and Yugara people as the Traditional Custodians of the lands where our 280 Adelaide Street office stands. We thank the Traditional Custodians of Country throughout Australia for their ongoing custodianship of land, waters and community.

The meaning behind the artwork

“WorkCover Queensland acts as a support system for people, both employees and employers. Like cells in our bodies, following injury and illness, they provide structure and support during the rehabilitation process. Built on a platform of strong, authentic relationships, WorkCover Queensland is focused on expanding their existing relationships to create a broader range of genuine and diverse connections with communities throughout Queensland.”

Through a strong sense of purpose, WorkCover Queensland continue to be the cells that connect and support people. With each new relationship, the cells of the network rebuild and grow, creating even stronger links throughout Queensland.” — Rachael Sarra, Aboriginal artist from Goreng Goreng Country

About WorkCover Queensland

WorkCover Queensland has been providing workers' compensation insurance in Queensland for more than twenty years. Supporting Queensland workers and businesses is at the heart of everything we do. From customer service and managing claims, to accessing rehabilitation, preventing injuries, and making sure employers have the right cover to protect their team. The most important thing for us is keeping Queenslanders working and we understand everyone's needs are different.

- We are government-owned but self-funded
- All Queensland employers must hold a WorkCover Accident Insurance policy unless they qualify as a self-insurer
- We are customer focused
- We are committed to keeping premiums low for employers while giving injured workers the best possible return to work support.

Further information about WorkCover can be found on [our website](#)

Our values

- Excellence
- Integrity
- Respect
- Responsiveness.

Our vision

To be the best workers' compensation insurer and make a positive difference to people's lives.

Our purpose

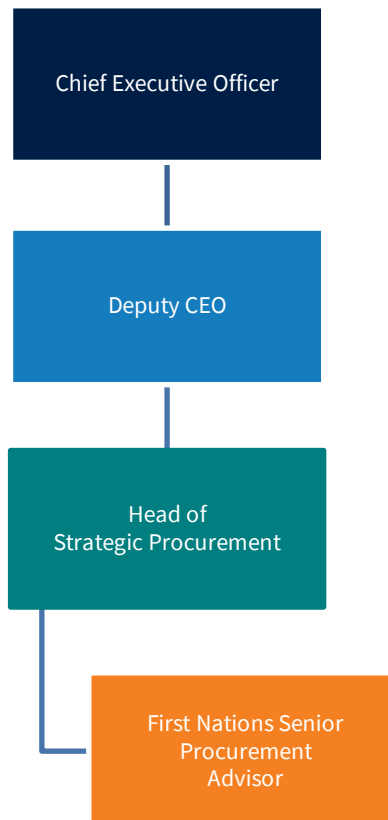
We partner with and support our customers to keep Queenslanders working, through:

- Trusted partnerships underpin our focus on return to work outcomes
- Tailored quality experiences for workers and employers
- Creating value for business through innovative and sustainable outcomes
- Influencing and investing in injury prevention.

Our culture

At WorkCover Queensland our vision is to be the best worker's compensation insurer, to make a positive difference to people's lives and to keep Queenslanders working. Our flexible work environment allows you to be your best every day and contribute to the big picture.

Our organisation is made up of individuals who collaborate and seek to engage others, working together as One Team. We embrace diversity and value people who bring personal energy and authenticity to everything they do. If you're someone with a strong values-oriented compass and you want to achieve sustainable outcomes, you will find a great community at WorkCover.



About the position

- To provide guidance, analysis and consultation to the business in relation to First Nations' procurement strategy.
- Support the growth of First Nations-owned business within WorkCover's supply chain expenditure.
- This is an Identified position. WorkCover Queensland considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under: s 25 of the Anti-Discriminations Act 1991. One of the referees should be an Aboriginal and/or Torres Strait Islander person who can attest to the applicant's knowledge, skills and experience as they relate to their cultural capabilities.
- Provide advice and assistance on the application of the State Procurement Policy, including developing Significant Procurement Plans and project management of tenders.

Key Responsibilities

- Partner with the leadership team and key stakeholders within the business and externally to contribute to and implement a procurement strategy for First Nations businesses as part of a broader WorkCover Queensland First Nations strategy.
- Conduct data analytics and research that can be effectively reported on, and to, internal stakeholders in relation to First Nations' procurement. This includes (but not limited to) the review of current procurement contracts to identify opportunities to engage with First Nations businesses.
- Lead or assist with procurement-focused activities determined by current WorkCover procurement strategic aims.
- Work alongside Procurement Advisors and Procurement Specialists to coordinate with internal and external stakeholders to complete contract renewals and tenders.
- Liaise with internal stakeholders to provide impartial and forthright advice on effective First Nations' procurement strategy that generates clear plans and timeframes within procurement-focused activities, and sometimes lead the implementation of those in procurement sourcing and contract management outcomes.
- Provide expertise on the Queensland Indigenous Procurement Policy (QIPP), Queensland Procurement Policy (QPP) and WorkCover's Procurement Policy.
- Collaborate within the Strategic Procurement team to implement processes to support First Nations procurement strategy.
- Lead the ongoing sustainability of effective First Nations' procurement strategy into the future.
- Contribute to and proactively collaborate on innovation and process refinement within the Strategic Procurement team to achieve holistic business outcomes.

- Represent WorkCover’s Strategic Procurement team at external events and functions, often in collaboration with Strategic Procurement team members. This could include meetings and discussions with external stakeholders.
- Raise WorkCover purchase orders and complete other procurement administrative tasks in compliance with internal policy.
- Ad hoc tasks as assigned by the Head of Strategic Procurement from time to time.

Skills and knowledge

Qualifications

- Tertiary qualifications in Business (highly desired), or Law (desirable), or other similar disciplines would be highly regarded.
- Strong understanding of First Nation’s procurement strategy having implemented, or managed, in a previous role.

Practical experience

- Demonstrated experience working with Aboriginal and Torres Strait peoples, businesses and communities.
- Experience in working effectively as an internal consulting entity or trusted partner within an organisation.
- Experience in working to and achieving Reconciliation Action Plan (RAP) actions.
- Understanding of change management including leading people through change to achieve business outcomes.
- Experience or understanding of contemporary procurement strategy.
- Experience in project management and delivering projects is desirable.

Communication skills

- Excellent interpersonal skills to interact well with stakeholders and develop rapport.
- Demonstrated ability to write high quality reports and plan documents.
- Confident in discussing and leading conversations 1 on 1, or to a group of stakeholders.

Planning and decision making

- Ability to work autonomously, think ahead and prioritise work to meet deadlines.
- Ability to pro-actively seek out solutions and to offer suggestions for improvements to processes and procedures.
- Adept at managing competing priorities effectively.
- Proven ability to devise and implement clear strategies to ensure effective outcomes.

Analytical and research skills

- Analytical ability to monitor and utilise internal systems to generate reporting.
- Ability to translate data into strategy and implement improvements.
- Ability to conduct independent internal and external research and make recommendations.

Teamwork

- Ability to actively participate and contribute constructively to the success of the team.
- Ability to establish and maintain good working relationships with others.
- Demonstrated ability to establish and maintain effective information share, and collaboration seamlessly with fellow team members, the broader WorkCover team, and executive management.

Behaviours

WorkCover has five Core capabilities that embody our values and apply to all our roles. Each capability defines excellence in behaviour at work and the definition then establishes the benchmark against which people are expected to demonstrate.



Core

Strives for excellence

Strives for excellence in skill and behaviour through continuous improvement, learning, passion to achieve and commitment to overcoming obstacles. **Looks to do things better** – wants to find better ways of doing things; keeps track of outcomes. Positively accepts and acts on feedback from others.

Acts with integrity

Acts authentically in a way which is fair, transparent and consistent with what is said and expected to achieve results; Aligns behaviours with own values and the values of WorkCover Queensland, especially in challenging circumstances. **Walks the talk** – is consistently and openly honest, honouring promises and agreements; shares information, insights or comments about work in appropriate forums rather than remaining silent or undermining behind the scenes; and serves all equally in accordance with personal and organisational values.

Is responsive to the needs of others

Focuses one's efforts on discovering, understanding and balancing the needs of customers; Empowers others to achieve outcomes in alignment with WorkCover Queensland's customer strategy principles, internal policies and legislation. **Understands the need** – Strives to develop an understanding of customer needs through formal and informal processes and information gathering and communicates these needs to the team. Proactively identifies and addresses issues affecting the customer experience.

Demonstrates respect

Ability to care for, empathise with other people, ensuring they feel valued through **actively listening** to views and opinions of others, understanding feelings and concerns, and adjusting one's responses accordingly.

Builds relationships

Values and deeply understands the role of our stakeholders; makes it easy to connect, develops and maintains relationships and networks both internally and externally with the goal of working better together. Collaborates to advance projects or goals.