Help us to achieve our digital ambitions

We are looking for clever and creative, passionate and energetic people with different skills, backgrounds, and experiences.

We want to hear from you if you:
• are ready for a new challenge that brings growth and opportunity
• want to really make a difference to the national mission of our world-leading University, its students and staff
• have experience working in large-scale digital transformations
• embrace collaboration and understand the importance of fostering a positive and inclusive team culture
• appreciate working in an environment embracing contemporary ways of working
• are hands on and adaptive to working across various initiatives and projects, understanding there are times you will need to work outside of your immediate scope to get things done for the benefit of the team
• feel comfortable working in situations that can sometimes bring a level of ambiguity and uncertainty.

Our plan for a better digital future

Our Digital Master Plan will see the University embark on the biggest digital transformation in our history.

It will be a transformation that matches our mission to be among the great universities of the world and driven by a culture of excellence in everything we do. Our digital future will transform the experience of ANU for our students, researchers, academics, professional staff and the wider community.

We are seeking great people to be a part of this history making journey.

The first two strategic programs to launch under the Digital Master Plan are Student First Program and the Digital Infrastructure and Cloud Enablement (DICE) Program. Our Student First Program is focused on improving the end-to-end student experience, from application to graduation. The DICE program is focussed on stabilising and improving a range of core digital foundations. Multiple projects will sit underneath these two programs with a further three digital programs of work expected to be approved in 2022.

The principles to delivering these programs will include, but not limited to:
• human centred design - co-design processes that include both staff and student voices
• agile ways of working
• embedding digital capability into the way we work
• end to end service delivery view
• secure, accessible & inclusive by design
• treating data as a core asset
• cloud right approach to delivering and sourcing.

IF YOU'RE LOOKING TO RELOCATE, YOU’LL LOVE AUSTRALIA’S CAPITAL CITY

#1 most liveable city in Australia
#1 most sustainable city in Australia
#5 healthiest city in the world to live in

1. Life in Australia Report 2019
2. The Worlds Most Sustainable Cities 2021
3. Money.co.uk survey report 2021

Shortest commute times and easy to get around, by car, bus, tram or bicycle
2 hours’ drive to the snowy mountains
2 hours’ drive to the coast
Working at the Australian National University

ANU is home to some of the most remarkable people from across the world: visionaries, influential leaders, researchers and advocates creating impact and change nationally, regionally and globally.

ANU attracts exceptional staff and students and, through education and enrichment programs, helps them to achieve ambitious goals, and pursue brilliant careers.

The Australian National University (ANU) was established by an Act of the Federal Parliament in 1946. Its founding mission was to be of enduring significance in the post-war life of the nation, to support the development of national unity and identity, to improve Australia’s understanding of itself and its neighbours, and to contribute to economic development and social cohesion.

In the seven decades since, the University has cemented its unique national position and standing as one of the world’s finest institutions, confirming the mandate and the faith of its founders.

Ranked in the top 30 universities globally, the first Australian university to be recognised in this elite tier, ANU continues to be an academic resource for the whole of Australia.

Working at ANU, our staff enjoy some amazing employee benefits including:

- highly flexible working arrangements and locations
- competitive salary and generous 17 percent superannuation
- generous leave entitlements including long service leave
- excellent support for skills development
- family friendly working environment including generous paid parental leave, good work/life balance and an inclusive and supportive culture.

It is an exciting time at the ANU, and a great time to join us!
Position Description

College/Division: Information Technology Services
Faculty/School/Centre: 
Department/Unit: Project Delivery and Engagement
Position Title: Contract and Procurement Officer
Classification: ANUO8 (IT)

PURPOSE STATEMENT:
Information Technology Services (ITS) delivers digital solutions that enable the Australian National University to achieve its strategic goals: a student experience equal to the world's best, and research that transforms society and creates national capability.

ITS has responsibility for the University’s digital ecosystem, and is leading the delivery of the Digital Master Plan, a 10 year strategic roadmap for the transformation of the University’s digital capability. ITS works in partnership with Colleges and Service Divisions in order to provide an engaging, seamless and safe digital experience that enables our students and staff to excel.

The Project Delivery & Engagement (PD&E) area within the ITS Division works collaboratively with stakeholders across the University in the delivery of strategically aligned change for business processes and digital solutions. We do this with guidance from our target cultural objectives of: take an outside-in view; think team; own it; make it simple; act with empathy.

The Contact and Procurement Officer is responsible for providing specialist professional advice and assistance for the provision of IT procurement and contract management services to the University.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
As a member of the Project Delivery and Engagement team, the primary role of the Contact and Procurement Officer is to manage and administer a number of the University’s key procurement processes and resultant contracts.

Role Statement:
Under the broad direction of the ITS Contract and Procurement Manager:
1. Operational coordination of University procurement and contracts and liaison with the University Procurement Office for the release of tenders via the University’s e-tender system.
2. Provide technical and strategic advice on ITS procurement policy and procedures and provide specialist advice to University personnel.
3. Support managers in production of all relevant documentation for specified ITS procurements. This will include writing required documentation.
4. Write, implement, manage and administer ITS contracts.
5. Provide ongoing contractual advice to internal stakeholders and assist with maintaining contractual compliance.
6. Build and maintain strategic partnerships with both internal and external stakeholders, in particular those providing ITS hardware, software licenses and services.
7. Pro-actively manage issues/risks in the procurement and contract space and develop solutions to ensure the University's requirements are met,
8. As a member of the procurement and contract team/community, make recommendations on University procurement policies, procedures, templates and strategic direction.
9. Monitor and make recommendations to management on measurement methodologies that demonstrate achievement of procurement outcomes
10. Pro-actively seek and implement opportunities for continuous improvement and value add in the procurement and contract management space.
11. Analyse and interpret data and undertake environmental scanning to add value to ITS procurement and contract management functions.
12. Other relevant activities as directed from time to time.
13. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:
1. Relevant procurement and contract management experience/expertise obtained through tertiary qualifications/relevant experience or an equivalent combination of experience/education/training.
2. Demonstrated high level interpersonal customer service skills including the ability to effectively consult, liaise and engage both external and internal stakeholders and develop and maintain productive working relationships.
3. Well-developed written skills including the ability to prepare a wide variety of documentation (including procurement and contract documentation).
4. Proven ability to plan and prioritise workflow, both individually and in a team environment, whilst managing conflicting deadlines and demands.
5. Highly developed computer skills including proficiency in the Microsoft Office suite of programs, and evidence of previous use of other software systems. Experience in introducing, managing and/or using procurement technological solutions will be highly regarded (i.e., e-procurement, contract management systems and software asset management tools)
6. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Delegate Signature: ___________________________ Date: __________
Printed Name: ___________________________ Position: ___________________________

References:
- General Staff Classification Descriptors
- Academic Minimum Standards
Position Details

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In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp. Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.

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NON-IONIZING RADIATION

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CHEMICALS

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OTHER POTENTIAL HAZARDS (please specify):

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