



Position Description

College/Division:	Finance & Business Services
Department/Unit:	University Procurement & Contracts Office
Position Title:	Associate Director, Procurement & Contracts
Classification:	Senior Manager 3
Position No:	776
Responsible to:	Director, Commercial & Procurement
Number of positions that report to this role:	6-8
Delegation(s) Assigned:	D5

PURPOSE STATEMENT:

This position is responsible for refining and implementing the procurement strategy across the University aimed at identifying, prioritising and establishing a University-wide approach to collaborating with vendors on value creation and optimisation of supplier spend. The University Procurement & Contracts Office (UPCO) is part of Finance & Business Services (F&BS) and provides strategic advice and management on a diverse range of University related contracts.

As Associate Director Procurement & Contracts, you will implement leading-edge procurement strategies and practices across the University to deliver excellent service and achieve ambitious targets. A key success factor for this position is the ability to build strong procurement partnerships and supportive stakeholder relationships at all levels within the University.

In addition the position is responsible for managing a small team of dedicated staff who:

- Are responsible for managing the University's mandated and preferred supplier contract arrangements;
- Undertake the day-to-day management of large University procurements and contracts, such as Hazardous Waste, Fleet and Office Supplies contracts

In particular the position will provide:

- Strategic and professional procurement management, assistance and advice to University Management;
- Defining and implementing the Procurement strategy, policies and online guides for the University with a focus on value for money meaning the most advantageous combination of quality, cost and sustainability.
- Managing the strategic direction for the integration of supplier relationships and being responsible for the development and coordination of the associated internal deployment, training and communication strategies;
- Identifying and employing key components for managing supplier performance, including the establishment of performance improvement initiatives and recognition strategies;
- Facilitating 'best practice' procurement and contract management related to governance, structure and skills development, to support the transformation to a continuous improvement culture around strategic procurement;
- Maintaining industry knowledge and best practices for strategic procurement and supplier management, quality and effectiveness, and project performance measures;

- Represent the University in a wide variety of University and Procurement forums; and
- Undertaking regular reviews, in conjunction with key stakeholders for identified suppliers and establishing and maintaining an appropriate feedback and learning mechanism

Position Dimension & Relationships:

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Responsibilities under the broad direction of the Director Commercial and Capital in Finance & Business Services will include:

1. Managing the development, implementation and ongoing administration of University mandated and preferred supplier arrangements.
2. Managing relationships at all levels (including senior levels), with external suppliers to the University, in particular those providing goods and services under mandated and preferred supplier contracts.
3. Manage the promotion of mandated and preferred supplier arrangements across the University and providing training and professional advice to University staff where required.
4. Manage the University's strategic Procurement policy, associated guidelines, procedures, forms and standard template documents.
5. Develop innovative sourcing strategies and methodologies that consider all relevant policy and best practice drivers that implement procurement initiatives to have a University wide impact.
6. Ensuring contracts are awarded on the basis of best economic value following a fully compliant end-to-end procurement process.
7. Manage the reporting on the performance of all University mandated and preferred supplier contracts, provide guidance and input into measurement methodologies that demonstrate achievement of procurement outcomes.
8. Other duties appropriate to the classification level of the position.
9. Comply with all Commonwealth procurement policies, ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Degree with relevant Procurement experience, minimum of 10 years, or an equivalent combination of extensive relevant experience (in procurement or business management) and education/training.
2. Demonstrated ability to contribute to the formulation of strategic procurement policy, preferably in a University or public sector environment.
3. Demonstrated extensive experience of developing and managing a strategic procurement function by providing strong leadership, direction and problem solving in relation to complex procurement matters.
4. Demonstrated ability to achieve operational and strategic objectives while driving and managing change in a decentralized environment.
5. High level of interpersonal, influencing and negotiation skills including ability to consult and negotiate, exercise sound judgement and work effectively with a wide range of senior people and organisations.
6. Strong oral and written communication skills, including a demonstrated ability to present professional briefings and training sessions and prepare clear and concise reports, briefings and other correspondence.
7. Commercial aptitude and ability to understand the context and issues of a competitive international research intensive organisation.
8. Demonstrated leadership, team development and management experience.
9. An ability to evaluate information from a diverse range of resources and make sound business decisions based on a critical appraisal of available evidence.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Finance & Business Services	Dept/School/Section	University Procurement & Contracts Office
Position Title	Associate Director, Procurement & Contracts	Classification	Senior Manager 3
Position No.	776	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • 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. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	X	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		