



Position Description

College/Division:	Finance & Business Services
Faculty/School/Centre:	
Department/Unit:	University Procurement & Contracts Office
Position Title:	Strategic Procurement Manager
Classification:	Senior Manager Grade 2 (Administration)
Position No:	NEW
Responsible to:	Associate Director, Procurement & Contracts
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

As part of the University Procurement & Contracts Office (UPCO) the Strategic Procurement Manager is responsible for developing and executing procurement strategies to meet the Universities objectives. The Strategic Procurement Manager will accept overall responsibility for identifying and executing savings and efficiency initiatives whilst improving quality of services and reducing risk. Provide specialist professional advice and assistance for the provision of procurement and contract management services to the University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Associate Director, the Strategic Procurement Manager operates with a considerable degree of autonomy to design and develop procurement and sourcing strategies and undertake associated activities to support delivery of procurement savings. As a member of UPCO, the Strategic Procurement Manager will work closely with a range of key stakeholders within Colleges and Service Divisions as well as external vendors, suppliers and strategic partners.

Role Statement:

Under the broad direction of the Associate Director, Procurement & Contracts, the Procurement Manager will:

1. Develop and execute procurement strategies to achieve cost effective provision of services, whilst improving quality and reducing risk for the University.
2. Lead strategic procurement activities, including accountability for the achievement and implementation of procurement initiatives based on all relevant policy and best practice drivers.
3. Manage the promotion of mandated and preferred supplier arrangements for the University and provide training and professional advice to staff.
4. Lead the development of a sound governance and risk management framework that fosters a culture of accountability in the management of contracts, including monitoring and reporting on the performance of suppliers;
5. Run effective and ethical procurement activities to achieve the timely provision of services. Engage stakeholders throughout each procurement activity to manage change and buy-in to the process and outcomes.
6. Develop metrics to manage vendor performance and manage vendor commercial relations, ensuring that the University achieves its goals and targets.
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principal of multi-skilling.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

See the [classification descriptors for professional staff](#)¹ and [minimum standards for academic staff](#)²

SELECTION CRITERIA:

1. Postgraduate qualification and relevant experience in procurement or business management or an equivalent combination of experience and training.
2. Demonstrated ability to contribute to the formulation of strategic procurement policy, preferably in a University or public sector environment.
3. Sound judgement and a proven ability to provide leadership in a large, complex organisation and to manage a team to successfully deliver on complex procurement matters
4. Demonstrated ability to think and act strategically in the development and implementation of innovative better practice within a large, complex organisational environment.
5. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated experience liaising effectively with key internal and external stakeholders and proven experience producing complex management documents.
6. Demonstrated analytical and problem-solving skills, with a proven ability to analyse complex data and to make recommendations on alternative solutions to senior management.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

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 Name:

Date:

References:

[Professional Staff Classification Descriptors](#)

¹[Schedule 5 - Professional staff classification descriptors - Human Resources - ANU](#)

²[Schedule 4 – Minimum standards for academic staff - Human Resources - ANU](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Finance & Business Services	Dept/School/Section	University Procurement & Contracts Office
Position Title	Strategic Procurement Manager x 2	Classification	Senior Manager 2
Position No.		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

- 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	<input checked="" type="checkbox"/>	<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:	Si Kayser			Date:	21 June 2024