



## Position Description

<b>College/Division:</b>	Research and Innovation Portfolio
<b>Department/Unit:</b>	National Computational Infrastructure
<b>Position Title:</b>	Procurement Manager
<b>Classification:</b>	ANU Officer 8 (Administration)
<b>Position No:</b>	
<b>Responsible to:</b>	Business Manager
<b>Number of positions that report to this role:</b>	Nil
<b>Delegation(s) Assigned:</b>	Nil

### PURPOSE STATEMENT:

The National Computational Infrastructure (NCI) is Australia's leading national provider of high-end computational and data-intensive services, with a well-respected reputation for its services, expertise and innovation. The Procurement manager will play a key role in coordinating, monitoring procurement and contract management activities. The Procurement Manager is responsible for executing procurement strategies to meet the University's compliance requirements and NCI's business objectives.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Procurement Manager reports to the Business Manager and is expected to operate with a high degree of autonomy whilst providing high-level procurement support to NCI. The Procurement Manager will work on leading and guiding procurement activities to ensure all the commercial arrangements managed according to ANU governance and policy, bring NCI the best possible value for money. The position requires a close working relationship with internal & external stakeholders, including working with technical staff and NCI leadership.

#### Role Statement:

Under the broad direction of the Director, NCI and Business Manager, the Procurement Manager will:

- Be responsible for the day-to-day procurement activities, including the provision of timely and appropriate action as per university procurement policies, compliance and procedures to diverse stakeholders.
- Manage end-to-end effective and ethical procurement activities to achieve the timely provision of services.
- Liaise, collaborate and partner with internal stakeholders to ensure procurement and contract management decisions are consistent with the University's policies and processes.
- Proactively manage issues/risks in the procurement space and develop solutions to ensure the University's requirements are met.
- Collaborate with stakeholders to align technical requirements and specifications with procurement needs.
- Proactively seek and implement opportunities for continuous improvement and value add in the procurement and contract management space.
- Update and maintain all relevant procurement and contract information in the appropriate University systems.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principles of multi-skilling.

*See the classification descriptors for professional staff and minimum standards for academic staff*

**SELECTION CRITERIA:**

1. Relevant Degree with extensive relevant work experience; OR equivalent combination of experience and training in procurement and logistics operations in a complex organisation.
2. Demonstrated experience in the strategic procurement process and project management with sound commercial acumen accompanied by proven contract and legal negotiations.
3. Sound knowledge of and demonstrated experience with contemporary procurement practices, with the ability to interpret and apply policies, procedures and legislative requirements.
4. Proven ability to plan and prioritise workflow for yourself and others, whilst managing conflicting deadlines and demands to meet performance targets. Experience in the education sector will be highly regarded.
5. Demonstrated excellent interpersonal and customer service skills with the ability to communicate effectively with diverse stakeholders both orally and in writing including the ability to interpret and provide comprehensive advice on financial and procurement processes.
6. Demonstrated and proven experience in analytical and problem-solving and resolution skills, with a proven ability to collect and analyse data and make recommendations on alternative solution.
7. Demonstrated ability to work collaboratively as a member of a highly client-focused team, and the ability to plan and prioritise team workflow and activities with competing priorities.
8. Demonstrated high level of written, oral and interpersonal skills, including the ability to prepare complex documentation and reports and provide advice to stakeholders and senior management when required.
9. Well-developed computer skills, including proficiency using the MS Office suite and experience maintaining accurate data records in complex enterprise systems.
10. Demonstrated understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles 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.*

<b>Supervisor/Delegate Name:</b>		<b>Date:</b>	
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**References:**

<a href="#">Professional Staff Classification Descriptors</a>
<a href="#">Academic Minimum Standards</a>



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre		Dept/School/Section	
Position Title	Procurement Manager	Classification	ANU Officer 8
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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

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