

Procurement Portfolio Manager – Strategic Services

Commercial Services

Position information

Group:	Corporate Services
Reports to:	Manager Commercial Services
Classification:	Common Law Contract

Your role

As the Procurement Portfolio Manager – Strategic Services you will drive optimal strategic procurement and commercial outcomes, as well as provide leadership and governance counsel across the business. You will be responsible for the partnering on strategic design and application of procurement process across Seqwater growth and development projects, reflecting an expert understanding of major project development and Queensland Government legislation and major project application. You will bring thought leadership to drive a continuous improvement philosophy and sustainable business environment to Seqwater.

Appointment to this role is subject to the provision of a national police check. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

Seqwater's vision, values and promise

Water is essential for life. At Seqwater, it is our job to provide water for more than three million people across South East Queensland. We live and work in the communities we serve, and we proudly work together to deliver on our vision of Water for Life. We do this by living our values and keeping to our promise - Safe for Life.

Integrity, respect, care and courage are at the heart of the way we work and interact with our colleagues, stakeholders, customers and the communities every day.

We commit to delivering a high standard of customer service aligned to our strategic vision. We value working collaboratively with our internal & external customers to improve service delivery.

About your group

The Corporate Services Group is responsible for the provision of service support functions including financial and commercial services, aligning corporate services to delivery of the Corporate Strategy. The teams within this group manage and report on corporate performance & corporate assets including property, fleet and facilities. They enable a high-performance culture through the programs and support they deliver and offer.



Key relationships

Leads others:	Nil
Internal customers:	Infrastructure Planning & Capital Delivery Group
External customers:	Industry and Suppliers Key Government stakeholders and Departments Regulatory bodies Audit Water Utilities and Retailers

Leadership attributes

Seqwater's leadership model, *The Way We Lead*, identifies the attributes that leaders at all levels need to demonstrate to support our vision, promise and values.

The model is underpinned by the belief that for leaders to create stronger engagement with their teams, they must balance their attention and efforts between inspiring, motivating and energising others while supporting and driving them to deliver on actions, goals and outcomes.

Leaders at Seqwater:

- Build trust – are present, connected and authentic
- Collaborate – build purposeful relationships
- Demonstrate commitment – take ownership, embrace challenges and contribute expertise
- Make effective decisions – think and act on what is best for business
- Lead change – create a shared sense of purpose, make things happen
- Drive for results – focus effort on the things that take us towards excellence.

Key responsibilities

- Provide strategic procurement advice whilst maintaining governance and consistency with procurement policies and manage the procurement transaction through to award.
- Lead the early engagement of procurement and planning for major projects, including risk assessment, strategy development, and implementation of commercial processes.
- Provide expert advice and coordination to senior leaders on market sounding activities, procurement processes, and resource management to ensure successful project delivery. Develop category management strategies that align with business goals.
- Establish long-term plans for each category, setting clear objectives and performance metrics to track progress and ensure alignment with business goals.
- Lead supplier performance management by conducting regular reviews, implementing scorecards and metrics, and ensuring alignment with business expectations.
- Drive strategic negotiations, manage contract development and compliance, fostering strong relationships with key suppliers to secure favorable terms, mitigate risks, and promote joint innovation for continuous improvement and cost savings.
- Lead and participate in cross-functional teams to drive category management initiatives, ensuring broad-based support and successful implementation.
- Lead detailed spend analysis using advanced analytics to identify cost-saving opportunities, and implement strategic sourcing, value engineering, and process improvements. Drive cost reduction initiatives that meet savings targets while ensuring



quality and service levels are maintained, leveraging data-driven decision-making for continuous innovation.

- Drive continuous improvement initiatives within the category management function. Implement best practices and innovative solutions to enhance procurement processes and efficiencies.
- Leverage technology and digital tools to streamline procurement activities, improve data accuracy, and enhance decision-making capabilities.
- Observe and comply with all Seqwater work health and safety, quality and environmental management systems and procedures.
- Undertake other duties, which are assigned from time to time by the Leader.
- In all duties, comply with the behavioural expectations set out in The Way We Work (Seqwater's Code of Conduct), and our policies and procedures.

Qualifications and experience

Essentials

- Bachelor's degree in engineering, law, finance or business, or an equivalent combination of education and experience
- Significant experience in the development of complex contractual arrangements and, sourcing methodologies in a capital intensive or major project development environment.
- Extensive experience in a commercial role within the construction industry, particularly in the management of large-scale infrastructure projects
- Extensive contract management experience from a supplier's and customer's perspective particularly in relation to engineering services, construction, goods and services; with a broad knowledge of Australian contract law in a capital-intensive environment.
- Extensive experience with the development and implementation of supply optimisation strategies, procedures, and negotiation strategies
- Extensive experience managing supplier and customer relationships.
- Extensive experience in leading and managing procurement activities as they relate to the delivery of large-scale infrastructure projects.

Desirables

- Post Graduate qualifications in business management, logistics and supply chain and/or contract management.
- Experience working on large scale infrastructure project > \$100 million.

Job capability requirements

- Ability to build relationships with key stakeholders, including strong skills in negotiation and advocacy.
- Sound knowledge with project controls and project performance metrics
- Ability to understand the early signs of project distress and resolve contractual disputes.
- Highly developed interpersonal and communication skills, including the ability to influence and collaborate with internal and external stakeholders at a range of levels to achieve organisational objectives.