Position Description

IT Category Manager

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.
OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Strategic Procurement's primary purpose is to deliver value by providing safe, efficient and effective procurement to UNSW faculties, businesses and divisions. Value is achieved through the establishment or improvement of competitive supply markets for the purchase of goods and services. Value is enabled by highly capable people applying uniform processes and e-technologies resulting in continuous supply chain improvement, enhanced corporate social responsibility and measurable value for UNSW.

A key objective of Procurement is to, through category and sourcing strategies:
- capture sustained and competitive value; and
- manage reputational, legal, commercial and supply risks.

IT Procurement plays a key role in managing and co-ordinating the delivery of high value IT products and services to meet UNSW expectations and facilitation of continuous improvement.

IT Procurement comprises a team of people with demanding work targets, and where special attention must be paid to researching technology developments, keeping abreast of evolving UNSW IT strategy and developing strong relationships within the UNSW IT division.

The IT Category Manager is responsible for preparing category plans, leading sourcing activities as assigned by the IT Procurement Manager, the commercial management of new and existing contract arrangements and for directly managing supplier performance and/or supporting customers managing, supplier performance.

The role of IT Category Manager reports to the IT Procurement Manager and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:
- Optimise the supply base through leveraging (i.e. aggregations, consolidation, bundling, rationalising or re-engineering) solutions for key spend and IT categories.
- In consultation with internal stakeholders, apply technology research and develop category plans and vendor strategies that effectively addresses business needs, improves supplier performance and ensures value for money is achieved.
- Provide advice and guidance on complex issues relating to related strategies and sourcing activity, including optimal ways to approach the market, setting procurement strategy, sourcing and negotiations.
- Provide overall direction and advice on better contract management approaches, tools and templates for greater profitability and compliance.
- Collaborate with and influence stakeholders at all levels (from the Board to Contract Managers).
- Be recognised as a trusted commercial advisor and an expert in deriving value from strategic vendor relationships, identifying and leveraging IP, whilst meeting operational needs.
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- Manage competing stakeholder priorities and business improvement initiatives using influence and sound business strategy.
- Act as a business change driver to improve value, operational efficiency and productivity, applying appropriate technology research and knowhow, tools and techniques as required.
- Secure procurement benefits, identify future opportunities and track pipeline activity.

Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- Degree level tertiary qualification in Business, Commerce or minimum 5 years’ experience in technology procurement or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
• Demonstrated experience in IT strategic sourcing, category management and procurement.
• Advanced analytical expertise with robust critical reasoning and creative thinking.
• Strong influencing, communication and negotiation skills.
• Excellent customer service, verbal and written communication skills, with a motivated and enthusiastic attitude to problem solving.
• Strong collaborative working practices, ability to manage time in an effective manner, coordinate workflows to meet tight deadlines and actively participate in a team environment.
• Flexibility and creativity – demonstrated ability to adopt new methods and process to deliver outcomes and meet the internal customer need, consistently challenge existing paradigms.
• Proven ability to deliver a unified and consistent standard of performance in stakeholder engagement.
• Demonstrated ability to think strategically and creatively in order to maximise value to an organisation.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Desirable:

• Chartered Institute of Purchasing & Supply (MCIPS) accreditation.
• Work experience in a similar type of regulated industry or organisation.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.