

**Position**

**Description**

***WORKING TOGETHER FOR A THRIVING COMMUNITY***

Greater Geelong: WORKING TOGETHER FOR A THRIVING COMMUNITY

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| **POSITION TITLE:** | Lead Procurement Planning and Contract Management Officer |
| **POSITION NUMBER:** | TBC |
| **DIRECTORATE:** | Corporate Services  |
| **DEPARTMENT:** | Legal, Integrity & Procurement  |
| **CLASSIFICATION:** | SPL 1 |
| **REPORTS TO:** | Chief Legal Counsel  |
| **DIRECTLY MANAGES:** | Contracts Officer  |
| **KEY STAKEHOLDERS:** | City officers in all departments across the City, suppliers, external industry bodies and associations and Councilors. |
| **DATE:** | 1/07/2024 |
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**POSITION SUMMARY:**

This position is accountable for the City’s procurement planning and contract management function, delivering specialized advice to City officers on all matters relating to procurement planning and contract management. It will actively contribute to the establishment and maintenance of the City’s Contract Management System and lead the development of the City’s Annual Procurement & Strategic Sourcing Plan, to facilitate overall commercial enablement for the City.

**ABOUT US:**

The Legal, Integrity & Procurement Department provides timely, pragmatic and quality advice on a diverse range of issues. It operates on a model of collegiality and collaboration, working together to deliver best practice legal, risk management, integrity and procurement practices across the City. The Lead Procurement Planning and Contract Management Officer role is a leadership role within the Department and will proactively contribute to delivering the positive leadership and cultural aspirations of the Department.

Visit our website to read about the [City of Greater Geelong](https://www.geelongaustralia.com.au/geelong/article/item/8cfd80b9c889f66.aspx), [our values](https://www.geelongaustralia.com.au/employment/article/item/8d1155a0d84344d.aspx), and [our vision and strategy.](https://www.geelongaustralia.com.au/strategy/article/item/8d57dd6c8953da3.aspx)

**KEY POSITION RESPONSIBILITIES:**

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| **People & Organisational Leadership** | * Develop a clear, inspiring vision for the team's future, formulate goals to achieve it, and communicate it effectively to lead the department.
* Develop departmental capabilities to meet the requirements of its future strategic goals.
* Motivate and provide strong operational leadership to the department by fostering an inclusive, customer focused and accountable culture.
* Lead change initiatives, act as a role model through self-awareness, resilience, inclusion, encouraging cross-functional teamwork and collaborations.
* Manage and coach a team of leaders and professionals ensuring that they feel valued, have the necessary resources and support to succeed and develop in their roles.
* Maintain appropriate organisational structures and communication channels to ensure staff are engaged, committed and results oriented.
* Lead the City’s Procurement Planning & Contract Management Team and establish work priorities to meet corporate objectives and business planning initiatives.
* Actively engage and motivate the Procurement Planning and Contract Management Team in a positive and constructive way to achieve Team, Department and Organizational and objectives.
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| **Organising Resources & Planning** | * Develop and integrate the department’s initiatives and annual business plans in line with the Directorate strategy; balancing value for our community and customers within the financial, social, environmental and resource constraints.
* Manage all aspects of the department’s resources and budget planning for effective operations; regularly tracking and reporting on performance against departmental goals.
* Encourage the use of the appropriate systems and processes, and ensure that organisational policies, governance mechanisms, professional standards and regulations are adhered to across all activities.
* Foster a culture of continuous improvement and quality outcomes, to motivate staff to deliver timely quality service to our customers and community and implement best practices to proactively improve their experience.
* Adopt a proactive risk management approach to ensure risks are identified, quantified, controlled, and reported so that our people, contractors, and the community are protected.
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| Specialist Work | * Lead a customer first and best practices approach in the department to address challenges in delivering services to City’s customers and community.
* Engage and build strategic networks and partnerships with key stakeholders internally and throughout the industry to drive collaboration.
* Manage and balance the needs of key stakeholders to ensure department priorities are met and the services provided to customers by the team meet customer expectations.
* Provide subject matter expert advice to the Directorate, ELT and other leaders across the organisation on procurement planning and contract management matters, including advice on strategic decisions relating to contract extensions, tendering, exemptions and other possible actions.
* Be responsible for the development and maintenance of the City’s Annual Procurement & Strategic Sourcing Plan (**APSSP**).
* Monitor supplier performance to ensure compliance with contract terms, quality standards, deliverables and timelines.
* Identify and mitigate procurement-related risks, such as supply chain disruptions, vendor defaults, legislative change or significant industry movements.
* Ensure procurement planning activities align with the City’s annual budget process budget constraints, and financial goals of local government.
* Implement procurement planning and contract management software and tools for efficient supplier management, contract management automation and data analytics.
* Analyze key major spend categories and build effective strategic plans to deliver tangible savings.
* Foster positive relationships with key suppliers, promoting collaboration and long-term partnerships.
* Oversee the drafting, review, and negotiation of contracts to ensure favourable terms and conditions that align with organizational needs.
* Collaborate with Legal, Procurement, Finance, and other relevant departments to ensure comprehensive contract development and risk management.
* Monitor contract performance, ensuring compliance with terms and conditions, and address any issues or disputes that arise.
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The above information is graphically depicted in the **Position Balance** graph below. It shows the approximate degree of time one may require dedicating towards people leadership, organising resources/ planning and specialist work. The time horizon indicates the timeframes the important tasks in this job may take to create an impact on the organisation indicating the level of strategic thinking and impact.

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| People & Organisational Leadership 35 – 55% | Organising Resources & Planning 20 – 40 % | Specialist Work 15 – 30% |
| Time Horizon 2 – 5 years  |

**KEY SELECTION CRITERIA:**

*We embrace diversity and encourage applicants to apply, even if they don't meet all the essential criteria. We value different experiences, unique skills and believe in providing opportunities for growth.*

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| REQUIRED | desirable |
| **Education and Experience** |
| * A tertiary qualification in procurement, law, commerce or related field and significant professional experience in procurement planning and contract management in a comparable organization.
* Demonstrated senior leadership experience.
 | * Relevant additional courses and/or qualifications (e.g., leadership or management).
* Membership of relevant procurement professional bodies.
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| **Skills and Knowledge**  |
| * Demonstrated experience in managing complex contracts and negotiations, with a track record of delivering successful outcomes.
* Experience in developing and implementing contract management strategies and processes.
* Strong understanding of legal and regulatory requirements related to contract management
* Demonstrated people management skills to support, influence and foster a productive team culture.
* Accomplished negotiation, writing, presentation and public speaking skills to influence stakeholders and achieve support for department outcomes.
* Well-developed problem solving and stakeholder management skills with the ability to build cooperation and partnerships.
* Proven track of leading teams through change ensuring strong stakeholder engagement throughout the process.
* Demonstrated skills in business planning and management, budget development, financial and resource management, and complex reporting in accordance with strategic goals and KPIs.
* Demonstrated project management experience with the ability to lead small to medium sized projects to quality outputs, within tight deadlines and budget.
 | * Demonstrated ability to contribute to an organisation at both the strategic and operational level.
* Demonstrated commercial acumen and ability to apply commercial savviness to decision making.
* Ability to advocate, build and maintain industry networks and partnerships.
* Knowledge of relevant legislation, policies and practices related to specific field of expertise
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| **Licenses or Checks** |
| * Working with Children Check
* Police Check
 | * Valid Driver’s license
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**APPENDIX 1: ADDITIONAL GENERAL INFORMATION:**

**General Expectations**

* Behave according to the City’s values and expectations.
* Behave according to the City’s Leadership capability framework which specifies the behaviours for being an effective people leader.
* Adhere to the Council's policies and procedures and carry out duties as deemed reasonable and relevant to this position.
* Understand and adhere to relevant Delegations and Regulations applicable to this role.
* Participate in building ethical organisational culture, by preventing, detecting and reporting fraud and corruption.

**Child Safety Responsibilities:**

We are committed to being a child-safe organisation and have zero-tolerance for child abuse. We have specific policies, procedures, and mandatory training in place to support employees, volunteers, and contractors to achieve and adhere to these commitments. Please read our [Child Safe Standards Management Policy](https://www.geelongaustralia.com.au/safety/documents/item/8da795473e0f4de.aspx).

**Diversity and Inclusion**

At the City we want a workforce that reflects the community we live in. We welcome and embrace everyone, all people with their own unique experiences, and support and encourage all our employees to do their best work, have equal access to opportunities and a just working environment. For this reason, we particularly welcome and encourage applications from First Nations people, people with diverse cultural and linguistic backgrounds, from the LGBTQIA+ community, people with disability and people of all genders, ages and diverse experience.

**Risk Management and Occupational Health, Safety & Wellbeing (HSW) Responsibilities:**

* Promote and lead a positive occupational health, safety, and wellbeing culture by demonstrating a positive commitment to HSW.
* Understand and comply with all City of Greater Geelong HSW policies, procedures, and legislative requirements relevant to the position.
* Take responsibility for own safety, as well as functional responsibility for HSW performance within area of responsibility.
* Perform work in a safe and appropriate manner, ensure understanding of any hazards and risks that may be present.
* Ensure behavior does not interfere with the HSW of others, including discrimination, bullying or harassment.
* Proactively report, promptly investigate, and address any incidents, injuries, hazards, or unsafe work practices.
* Actively manage the return to work of any injured workers in conjunction with the Injury Management Team
* Complete all mandatory and recommended WHS training as scheduled.

The following general physical, functional, and psychosocial requirements may apply to this position.
Specific physical requirements will be attached if applicable.

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| **Physical and Functional Requirements** | **Psychosocial Requirements** |
| * Some manual handling tasks.
* Prolonged periods of inactivity, e.g., sitting at the computer.
* Regular keyboarding associated activities.
 | * Dealing with politically sensitive information and managing demanding stakeholders in stressful situations.
* Dealing with staff conflicts and performance management issues.
* Demanding deadlines, requiring working longer hours or over weekends.
* Undertaking decisions that can make lasting impact to the organization and community.
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