



Brotherhood  
of St Laurence

Working for an Australia free of poverty

# POSITION DESCRIPTION

<b>POSITION TITLE</b>	Procurement Specialist
<b>GROUP</b>	Business Enablement
<b>DEPARTMENT</b>	Business Enablement
<b>REPORTS TO</b>	Senior Procurement and Contracts Lead

## ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, businesses, and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

## BUSINESS ENABLEMENT

This role is within the Business Enablement group, which supports BSL in the areas of risk management, strategic/enterprise project management, procurement and contracts, change management, and business analysis.

## POSITION PURPOSE

This role is key in the Business Enablement Group and has responsibility for partnering with stakeholders to plan, develop, source, and manage procurement activities to effectively meet BSL's strategic and business objectives. This role will assist with the development and implementation of the twelve-month rolling strategic, organisation-wide procurement plan. The role supports cross-functional teams during each stage of procurement activity to

ensure effective administration of procurement processes and compliance with all procurement policies, processes, procedures, and frameworks. The Procurement Specialist provides support to the organisation on contractual advice relating to executing contractual agreements, plus reviews and collaborates with stakeholders to ensure we maintain and update the central revenue and expense contract repository.

## **KEY RESPONSIBILITIES**

### **1. Strategic Procurement**

- In collaboration with relevant teams and key stakeholders, assist with the preparation of an annual procurement plan
- Prepare, review, and endorse procurement Conflict of Interest declarations
- In collaboration with relevant teams and key stakeholders, develop tender specifications and supporting documents for review and endorsement
- Facilitate release of tenders, provide a central point of contact for responding to supplier queries during a procurement activity and issue any addendums required using BSL's preferred tender portal
- Provide support and advice regarding governance and probity to the nominated evaluation panel
- Coordinate Best and Final Offer process where required
- Undertake due diligence checks which may include a range of checks and reports appropriate to the procurement event
- Provide support and guidance to operations teams by drafting a Recommendation for Contract award
- Facilitate tender debriefs on request
- Review any requests and/or changes with the Senior Procurement and Contracts Lead and the Head of Business Enablement which may impact delivery of the approved plan

### **2. Modern Slavery**

- Implement and manage the Modern Slavery questionnaire for nominated suppliers being onboarded with BSL
- Assess supplier responses when received, escalating for direction if required, and mitigate potential exposure and risk
- Facilitate annual attestations and re-accreditation for suppliers
- Provide reporting at agreed intervals in an agreed format

### **3. Supplier Diversity**

- Identify opportunities for inclusion of Aboriginal and Torres Strait Islanders and other NFP or social enterprises to be included in BSL's supply chain, improving supplier diversity
- Partner with external organisations and participate in industry events to promote BSL and develop new and existing supplier opportunities
- Provide mentoring advice and support to suppliers and encourage participation in procurement events
- Report outcomes to the Executive Leadership Team and Reconciliation Action Plan Committee at agreed intervals

#### **4. Develop Organisational Capability and Contract Management**

- In collaboration with the Senior Procurement and Contracts Lead and other group representatives, develop and implement a central contract repository for all agreements and contracts which facilitates concise reporting of new and expiring contracts, training users on the usage of the system.
- Provide guidance and support to all BSL business units engaging suppliers when using BSL standard agreements and other standard supporting documents endorsed by the General Counsel
- Undertake non-binding commercial review of bespoke expense agreements prior to review by the General Counsel
- Review current vendor lists and recommend proposed consolidation of vendors
- Manage and improve assigned enterprise categories (e.g. stationery and travel) on behalf of BSL
- Facilitate contract reviews on nominated contracts at intervals agreed with the Senior Procurement and Contracts Lead and report outcomes to the relevant contract manager and other BSL staff

#### **5. Relationship Management**

- On-board and implement regularly scheduled partnership meetings with designated internal and external stakeholders as required
- Promote and cross-refer enquiries to other BSL groups where appropriate
- Facilitate, participate, and schedule regular partnership meetings

#### **6. Reporting**

- Provide regular progress updates to the Senior Procurement and Contracts Lead and escalate potential risks and/or issues for discussion and direction as required
- Develop a reporting of procurement activity for presentation to the Executive Leadership Team including an overview of progress against the approved annual procurement plan and other activities
- Undertake ad hoc reports or requests as assigned by the Head of Business Enablement, the Senior Procurement and Contracts Lead and other staff as required

#### **7. Other Responsibilities**

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position may require indirect contact with children and/or vulnerable individuals
- Other duties as required

## **KEY SELECTION CRITERIA**

### **Career Experience:**

- Significant experience in leading end-to-end procurement activities in alignment with procurement policies and procedures and delivering savings and benefits across the organisation
- Extensive experience reviewing category spend, optimising spend activities and consolidating contracts to improve spend
- Experience in developing the organisational Annual Procurement Plan
- Experience in the development, review, and implementation of a procure to pay process and system
- Experience in managing tender steering teams, project teams, and key stakeholders during the tender process
- Highly developed commercial acumen and attention to detail when reviewing, negotiating, and managing contractual agreements with suppliers

### **Personal Qualities:**

- Flexible and adaptable with excellent communication and interpersonal influencing skills
- Ability to effectively work within complex environments with exceptional stakeholder management (customers/stakeholders/sponsors)
- Ability to show initiative and work within agreed boundaries
- Able to work under pressure and manage conflicting priorities, escalating for direction as required
- Strong analytical and problem-solving skills
- Takes ownership and responsibility and is accountable for decisions and recommendations
- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

### **Qualifications/other:**

- Minimum 3+ years procurement and/or contract management experience
- Relevant tertiary qualification in procurement or CIPS qualification
- Experience with MS Office, Sharepoint and other procurement and/or contract management software
- Commitment to ongoing professional development

## **SCOPE OF RESPONSIBILITY**

- Direct Reports: Nil
- Indirect Reports: Nil

## **MANDATORY EMPLOYMENT CRITERIA**

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.