Position Description

DEAKIN UNIVERSITY | DEAKIN PEOPLE & CULTURE

Details

Job Title	Senior Specialist, Procurement & Sourcing
Area	Finance & Assurance
Team	Procurement
Classification	HEW 9

Context

The Senior Specialist, Procurement & Sourcing is part of the Procurement function. In collaboration with key stakeholders, the Senior Specialist will take a hands-on and proactive approach to identify and deliver strategic sourcing outcomes to achieve a more sustainable, efficient and improved university.

Reporting to the Senior Manager, Strategic Sourcing, the Senior Specialist will drive consistent practices for procurement and sourcing, diagnose challenges and opportunities, facilitate supplier selection and negotiation, and implement University-wide frameworks and governance practices to deliver robust, end-to-end sourcing outcomes in collaboration with leaders and teams.

Accountabilities

- Translate complex issues into clear priorities, goals and actions to support delivery of outcomes
- Lead and coordinate work across teams, managing resources and workloads to achieve objectives
- Integrate data and insights from multiple sources to inform decisions and identify trends
- Provide high-level advice on complex issues, balancing stakeholder needs and organisational priorities
- Drive continuous improvement through application of analysis, feedback and innovation
- Build and maintain strong stakeholder relationships to support delivery and influence outcomes
- Support capability development through guidance, feedback and fostering effective team performance
- Contribute to planning and implementation of initiatives aligned to University priorities

Knowledge and Experience

- Postgraduate qualifications and extensive relevant experience; or equivalent combination of experience and/or education/training
- Experience leading functions, programs or significant bodies of work
- Strong analytical and problem-solving capability
- Demonstrated ability to influence stakeholders and inform decision-making
- Experience managing resources and delivering outcomes in complex environments
- Strong communication and relationship management capability
- Understanding of governance, policy and organisational context
- Extensive experience in procurement and strategic sourcing, including end-to-end sourcing processes, supplier negotiation and contract management
- Knowledge of relevant laws, regulations and procurement compliance obligations

Capabilities

- **Communicates** influences stakeholders through clear, confident and strategic communication
- **Collaborates** builds strong relationships and works across boundaries to achieve outcomes
- **Plans Work** leads planning, prioritisation and coordination of work
- **Delivers Outcomes** drives delivery of outcomes aligned to goals and performance expectations
- **Improves Work** leads continuous improvement and embeds better ways of working
- **Navigates Complexity** integrates multiple perspectives and manages complex challenges

Special Requirements

- Infrequent work outside business hours may be required
- Working with Children Check (refer to Recruitment Procedure)

Note This position description provides an outline of the scope and accountabilities of the position at a point in time. Responsibilities may evolve in line with organisational needs.