



Position Snapshot

Position title	Procurement Analyst
Business/ Division/ Department	Procurement Common
Location	Brisbane Head Office
Reports to	Category Management Specialist / Procurement Strategy & Governance Specialist
Direct reports	N/a

Organisational Context

Virgin Australia Group is a major Australian airline group that operates domestic and international regular passenger services, charter and cargo services and the loyalty program Velocity Frequent Flyer. It is proud of its reputation for exceptional customer service.

The Group employs around 9,500 people in Australia, New Zealand, the United States and the United Kingdom. We pride ourselves on recruiting the right people into the right roles and we're always looking for team members in all specialties to join our award winning team.

Virgin Australia Group team members are passionate believers in better. When we live our shared values of Heart, Spirit, Imagination and Collaboration, we can do things that most people would think impossible.

As a result every person that we come into contact with; our guests, our customers, our colleagues and the community will feel and experience better outcomes, based on the interactions we have with them.

Values



Overall Impact Statement

The Procurement Analyst has responsibility for supporting the Strategy & Governance team and / or Category teams through analytical and procurement project work. They will investigate, analyse and report relevant data supporting strategy and governance planning, as well as contribute to procurement project execution for agreed categories.

The Procurement Analyst will lead market and supplier investigations, identifying synergies and opportunities by performing data analysis across the procurement value chain.

This role has responsibility for supporting the Strategy & Governance team and Category teams through analytical and procurement project support including performing activities such as:

- Supporting the development and monitoring of balance scorecard attributes
- Developing reporting to support continuous improvement programs put in place both internally and with suppliers
- Performing research on market, suppliers, technology and processes including development of industry knowledge
- Working with the Category Manager Specialists to analyse internal spend as well as the external market
- Lead simple to medium complexity procurement projects with support and coaching from the Category Management Specialist
- Draft reports and presentations
- Advise and recommend category opportunities for pursuit
- Support the Category Manager Specialist in developing category strategies and procurement business cases
- Collate and analyse data to identify external market and supplier trends and issues
- Support supplier negotiation preparation through develop of fact base evidence including through reverse engineering and development of should cost models / total cost of ownership models
- Plan and support regular, structured supplier performance reviews, including providing all necessary analytical and administrative support to those sessions
- Supporting the management of procurement data tools including QlickView

Key Accountabilities

Key Result Area	Major Activities
Category Analysis	<p>Deliver procurement projects of low to medium complexity, under the guidance of the Category Management Specialist.</p> <p>Support procurement projects of high complexity in coordination with the Category Management Specialist including through:</p> <ul style="list-style-type: none">▪ Perform data analysis across the procurement value chain: Demand, Source, Fulfil and Manage for agreed sub-categories▪ Gather and deliver accurate analytical requirements and devise complex analysis models by scheduled deadlines▪ Demonstrate detailed industry knowledge of agreed categories and sub-categories (e.g. typical industry issues and nuances)▪ Interpret and present data to drive procurement activities including analysis of supplier cost models, reverse engineering and development of should-cost-models / total cost of ownership models based on available market data▪ Understand company data sources and budgeting approach and ensure alignment with and use of data where appropriate▪ Investigate and provide inputs to business cases, business models and financial analysis
Reporting	Support the Strategy & Governance team in the development and roll out of procurement

	<p>best practices across the Procurement department and the broader Group</p> <p>Develop and support preparation for group-wide reporting including procurement balanced score card and benefits realisation</p> <p>Support the development and monitoring of key procurement metrics including spend under management</p> <p>Support the management of data sources including the management of QlickView and allocated spend analytics within the tool</p> <p>Drafting of reports and presentations based on research, analysis and strategy</p>
Supplier Relationship Management	<p>Support supplier business reviews with key suppliers and regular KPI reviews through the gathering, analysis and interpretation of key data</p> <p>Support the Category Manager Specialist by providing analysis and insight on ongoing supplier relationship management strategies and approaches</p> <p>Participate in sessions providing feedback to suppliers using formal review procedures.</p>
Stakeholder and Business Unit Engagement	<p>Work closely with all procurement team stakeholders to understand analysis requirements and provide appropriate support.</p> <p>Build strong relationships with the relevant finance delegates (DSAs) and ensure alignment and use of appropriate data sources in analytics and business case development. Engage with finance on the reporting of project saving outcomes.</p>
Business Improvement	<p>Recommend strategic options for improving operational efficiency and buying practices</p> <p>Perform quality assurance on deliverables</p> <p>Drive continuous improvement through analysis of information and implement “best practice” initiatives</p>
Leadership	<p>Demonstrate organisational leadership behaviours appropriate for level</p> <p>Support the promotion of the value of Group Procurement to the broader business by delivering on our promises, including delivery of sound, fact-based advice, high quality project outputs and timely execution that support business objectives</p> <p>Support the development and maintenance of an effective and successful team across Group Procurement including proactively contributing to team engagement.</p>

Key Requirements

	Essential	Desirable
Experience / Skills	<p>3+ years' experience in an analytical role</p> <p>Sound influencing and communication skills</p> <p>Strong analytical skills and able to demonstrate excellence in:</p> <ul style="list-style-type: none"> ▪ Data mining ▪ Interpretation and drawing conclusions from data analytics ▪ Conversion of data into information ▪ Information presentation <p>Strong computer literacy skills</p>	<p>Experience working in a procurement team and supporting procurement activities</p> <p>Intermediate understanding of financial accounting practices and systems (Oracle)</p>

	Experience in delivering procurement projects of low to medium complexity	
Knowledge	<ul style="list-style-type: none"> ▪ Benchmarking skills, market and competitor analysis ▪ Interpretive skills – converting data to information to identify and recommend opportunities ▪ Data mining skill 	<ul style="list-style-type: none"> ▪ Total Cost of Ownership (TCO) modelling ▪ Should cost modelling ▪ Risk Analysis ▪ Commercial experience within a large airline or broader aviation sector
Qualifications	Tertiary qualifications in finance / commerce / accounting	CA / CPA qualified or in progress

Competencies

Delight Customers	<ul style="list-style-type: none"> • Displays a passion for delighting both internal and external customers • Seeks to understand customer needs by actively listening to their thoughts and concerns • Follows through on commitments to customers (internal and external) • Uses digitally enabled technology to delight customers
Communicate & Engage	<ul style="list-style-type: none"> • Facilitates interactive discussions, actively listening and reaching agreement through flexibility and compromise • Build rapport and proactively strengthens connections with others • Tailors messages for maximum impact • Leverages different mediums to present information and ideas
Connect & Partner	<ul style="list-style-type: none"> • Works constructively in and across teams, viewing every interaction as an opportunity to collaborate • Displays passion for sharing knowledge and ideas • Informs team about work and progress
Embrace Change	<ul style="list-style-type: none"> • Welcomes change and remains positive in the face of ambiguity • Seeks information to understand change and impacts • Demonstrates a change mindset, flexibility and openness
Innovate & Improve	<ul style="list-style-type: none"> • Identifies and contributes idea for improvement • Is curious and open-minded to new ideas, perspective and approaches • Understands the need for Group to be innovative and drive business improvement • Is curious about opportunities in data analytics to suggest improvement in processes

Diversity of Thinking	<ul style="list-style-type: none"> • Embraces diversity and is responsive to different experiences, perspectives, values and beliefs • Respects differences and seeks to understand diverse perspectives
Strategy & Direction	<ul style="list-style-type: none"> • Delivers outcomes within standards and guidelines • Understands Groups purpose and strategy and aligns own work • Demonstrates forward thinking and awareness of immediate consequences of actions
Drive Business Outcomes	<ul style="list-style-type: none"> • Shows energy, enthusiasm and initiative for achieving goals • Seeks guidance and support to address obstacles and achieve set goals • Plan work to deliver within expected timeframes
Motivate others & Self	<ul style="list-style-type: none"> • Seeks and provides feedback and opportunities to learn, valuing contribution of self and others • Promotes and encourages excellence, growth and autonomy in self and others • Applies learning from previous experiences to improve future approaches and solutions.