



## POSITION DESCRIPTION

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<b>Position:</b>	Director, Strategic Procurement and Major Contracts
<b>Work Area:</b>	Financial Services
<b>Classification:</b>	Senior Staff
<b>Supervisor:</b>	Chief Financial Officer

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### VISION

To become Australia's premier regional university.

### MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

### VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

### OVERVIEW OF STRATEGIC PROCUREMENT AND MAJOR CONTRACTS

Recognising the importance of procurement in a growing University, UniSC has established a new procurement leadership role to lead its shift towards a more coordinated yet decentralised procurement operating model. Leading a small team at our UniSC Sunshine Coast campus, the new Director, Strategic Procurement and Major Contracts will be tasked with shaping the UniSC procurement function to better suit the needs of the University and our award-winning facilities.

### PRIMARY OBJECTIVES OF THE POSITON

The Director will lead and champion the University's procurement function by enhancing end to end procurement processes, uplifting organisational procurement maturity, leveraging technology, driving efficiency and supporting the Strategic Procurement Team as they grow into trusted advisors. They will develop and implement best practice procurement and supply chain management, ensuring financially beneficial and successful contracts are developed from well considered supplier selection, supplier relationship management, informed pricing and terms negotiation and a shared commitment to risk management. Within the University, they will work closely with organisational leaders and agreement manager to ensure that the procurement function is recognised for delivering value at an operational, tactical and strategic level. Outside the University, they will help to identify and partner with critical suppliers while leading the University's commitment to prioritising local suppliers.



## **CHALLENGES AND PROBLEM SOLVING**

The Director, Strategic Procurement and Major Contracts will lead the transition to a more coordinated procurement model, driving enhanced efficiency across the organisation. This role will increase stakeholder awareness and secure their buy-in for evolving procurement practices. The Director will be responsible for improving demand and supply management to maximise benefits. Additionally, they will design, implement, and deliver innovative strategic procurement initiatives, ensuring procurement planning is aligned with UniSC's long-term strategic objectives. Furthermore, they will oversee the effective management of UniSC's major contracts to ensure continued value and performance in conjunction with agreement managers.

## **DECISION-MAKING**

The Director, Strategic Procurement and Major Contracts will establish and lead the UniSC Procurement Steering Committee, ensuring effective oversight and strategic direction of procurement and related contract management frameworks. They will update the procurement delegations to streamline and enhance the efficiency of approval processes, and support the UniSC Executive with well-considered advice and recommendations. Additionally, the Director will prioritise the allocation of procurement resources to optimise organisational effectiveness and achieve strategic goals.

## **INTERPERSONAL RELATIONSHIPS**

The Director will build productive relationships with key decision-makers at UniSC to ensure effective collaboration and alignment, including Legal Services, Governance & Risk Management, Campus Development and Services, Information Technology, and the Academic Support Unit. They will actively represent UniSC at the AUPN and other important peer procurement networks, enhancing the institution's presence and influence. Additionally, the Director will positively engage with and support all UniSC staff involved in procurement activities, fostering a collaborative and supportive environment, and leading the procurement function to help prioritise and support the successful execution of strategic initiatives and projects.

## **KEY ACCOUNTABILITIES OF THE POSITION**

1. Contribute to the University's strategic direction by aligning procurement strategies with the institution's broader goals and objectives.
2. Collaborate with key University staff to lift procurement capability and the effectiveness of the procurement and contract management function.
3. Develop and lead robust procurement reporting and governance to ensure internal compliance with strategic procurement policy.
4. Standardising procurement processes to support more consistent business led procurement activities.
5. Develop, implement and utilise contracting strategies to negotiate with new and existing suppliers to secure advantageous contracts with beneficial buying terms and conditions.
6. Facilitate effective partnerships between the University and its critical suppliers.
7. Establish and chair the University's Procurement Steering Committee.
8. Collaborate with the business areas to adopt category management in key areas of spend.



9. Apply risk management to the selection and management of suppliers to minimise the University's exposure to supply chain and other risks.
10. Implement spend management practices to improve spend efficiency and decrease expenditure.
11. Build an organisational culture of managing procurement costs.
12. Promote the use of cost and scenario analysis, and benchmarking in procurement planning.
13. Identify and prevent spend leakage and promote the use of standing offer arrangements and panels.
14. Design, implement and deliver innovative strategic procurement initiatives.
15. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

#### **KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY**

Applicants need to demonstrate they meet the following **Selection Criteria**:

Essential:

1. Postgraduate degree in a related discipline, combined with significant relevant experience in strategic procurement and contract management.
2. Proven ability to lead, mentor, and develop a high-performing strategic procurement team, fostering a culture of excellence and continuous improvement.
3. Demonstrated performance in successfully influencing and negotiating complex contracts with internal stakeholders and suppliers, particularly during a change process.
4. Superior communication skills, with a strong ability to present complex information clearly and persuasively to diverse audiences, including senior leadership.
5. Exceptional capability in designing and implementing innovative procurement solutions that drive value, efficiency, and effectiveness across the university.
6. Deep knowledge of procurement processes, products, and best practices, with a track record of applying this expertise to achieve strategic objectives.
7. Strong interpersonal skills with the ability to influence, build relationships, and effectively present arguments, fostering collaboration and consensus across the university.
8. Proven aptitude for identifying appropriate actions, setting strategic goals, and meeting deadlines, demonstrating a results-oriented approach.
9. A proactive innovator who anticipates changes, thinks creatively, and produces effective solutions to emerging procurement challenges.
10. Comprehensive understanding of and compliance with university policies and practices, including Occupational Health and Safety (OH&S) and Anti-Discrimination responsibilities, with a commitment to ongoing training and development.





Desirable:

1. Active membership in relevant procurement professional bodies, such as AAPCM or SCLAA, demonstrating commitment to ongoing professional development.
2. Demonstrated professional experience at a similar management level within a medium to large organisation.
3. In-depth understanding of and experience in multiple sectors, including the tertiary education sector, providing a broad perspective and versatile approach to procurement management.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position.

The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

***UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.***