

MELBOURNE WATER POSITION DESCRIPTION

Procurement Coordinator, Waterways & Land Delivery

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Program Lead, Contract & Equipment	Nil
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Procurement Coordinator is responsible for the implementation, administration and continuous improvement of procurement plans and activities to support the ongoing delivery of works for waterways and land activities.</p> <p>This role will support a number of internal stakeholders in the implementation of category level sourcing plans/strategies to support cost-effective, efficient, safe and innovative delivery outcomes</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. • Understand the Purchasing Policy and provide advice and procurement options to the WLD team to ensure compliance and reduction of total expenditure. • Understand Contractor Management Policy and provide advice to the WLD team to ensure compliance and improvements in quality and safety outcomes. • Assist in the management of key relationships with Contractors including induction, reporting and KPI management. • Assist with evaluations for business cases and strategic initiatives by providing analytical support as required. • Develop, manage and oversee lower value RFP's (or tenders), along with completing detailed pre and post RFP analysis. • Engage and understand the WLD team needs and ensure their requirements are specified in the RFP. • Risk Assessments for tenders and contracts. • Work closely with the Category Manager and other internal stakeholders to provide required information by conducting market analysis and benchmarking. • Proactive use of data analysis tools to identify opportunities to aggregate expenditure into better commercial outcomes. • Conduct market research and analysis to identify suppliers, new products/services and innovative solutions and reach practical solutions for the WLD team for identified needs. • Prepare detailed assessment studies and reports, including analysis, findings and recommendations to contribute to the continuous improvement of business processes. • Develop and implement supply management and supplier process improvement projects. • Monitor and manage supplier performance against contractual obligations. • Track cost reduction and/or value add benefits in the form of a dashboard. • Assist with negotiation of contract amendments as appropriate • Negotiation of contract amendments as appropriate 	
KEY RESPONSIBILITIES – HSEQ	KPIs
<ul style="list-style-type: none"> • All procurement is executed in line with Melbourne Water procurement policies and procedures • Contractor KPI's collected and key relationship managed to ensure improvements in quality and safety outcomes. 	<ul style="list-style-type: none"> • Group safety KPIs • Contractor Inductions completed • Successfully manages audit non-conformances and improvement opportunities

Job Level: 5

Assessed by:
P&C

Date:
November
2015



MELBOURNE WATER POSITION DESCRIPTION

Procurement Coordinator, Waterways & Land Delivery

KEY RESPONSIBILITIES – FINANCIAL MANAGEMENT	KPIs
<ul style="list-style-type: none">• Implementation and ongoing improvement of the group's cost control framework• Provide analytical support to major tenders and contracts as directed including evaluate and prepare correspondence and tender recommendations• Assist in a variety of strategic/minor projects and detailed analyses on an ad-hoc basis• Implementation and reporting of the group's performance framework – focus on high quality data capture, validation and reporting	<ul style="list-style-type: none">• Monthly reporting requirements met• Cost control plan audited and non-conformances and improvement opportunities managed
SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:	
<ul style="list-style-type: none">• Relevant procurement experience and highly developed negotiation skills.• High level of attention to detail and business acumen.• Strong communication and conflict management skills.• Excellent communication and presentation skills and high level of customer service when dealing with internal and external stakeholders.• Understand and comply with procurement policies, guidelines and internal control procedures.• Demonstrated ability to work in and contribute in a team environment to improve processes, respond to various demands and manage multiple activities simultaneously.• Ability to be proactive and work independently or in a team.• Must have Advanced excel skills including v-lookups, pivot tables, graphs, tables, etc.• Demonstrated experience in the use of procurement systems (e.g. Finance One).	
KEY RELATIONSHIPS:	
<p>All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.</p> <p>INTERNAL</p> <ul style="list-style-type: none">• WLD Team Leaders, Supervisors & Project Managers• Procurement Category Managers• Procurement team members <p>EXTERNAL</p> <ul style="list-style-type: none">• Major WLD Contractors• Consultants	
SALARY RANGE:	
<ul style="list-style-type: none">• EA 5	
OTHER COMMENTS:	
<p>This role requires the following:</p>	

Job Level: 5

Assessed by:
P&C

Date:
November
2015



MELBOURNE WATER POSITION DESCRIPTION

Procurement Coordinator, Waterways & Land Delivery



- Criminal Records Check
- Medical Assessment
- Victorian Driver's License
- Periodic travel between Melbourne Water sites

Location: SERO, Docklands, NERO or Brooklyn with travel to other sites as required

Job Level: 5

Assessed by:
P&C

Date:
November
2015

