

## POSITION DESCRIPTION

POSITION TITLE:		Team Leader			
POSITION NO:			CLASSIFICATION:		Band 7
DIVISION:		Corporate business and Financial Services			
BRANCH:		Strategic Procurement			
UNIT:		Procurement			
REPORTS TO:		Senior Coordinator Strategic Procurement			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

### POSITION OBJECTIVES

1. To coordinate the day to day business of the Procurement Branch;
2. To coordinate tendering and purchasing processes in accordance with all relevant legislation and Council policies and procedures;
3. Assist in the promotion of best practice procurement practices throughout the organisation and ensure continued compliance to such practices;
4. To coordinate and develop the procurement unit so that it is sufficiently skilled and knowledgeable in sound procurement practices;
5. To provide direction, support, advice and training to Council's management and staff in all aspects of tendering and contract procedures;
6. To assist the Senior Coordinator in the development and implementation of Best Practice principals and the maintenance of overall compliance to the Local Government Act (or any subsequent amendments/updates to the Act) and Council's policies and procedures;
7. Manage and administer Council's procurement software systems.

### ORGANISATIONAL CONTEXT

The City of Yarra is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Contracts and Procurement Branch provides guidance, advice and assistance to management and staff in the management, supervision and monitoring of contracts. Contracts of best value are achieved through the

application of innovative and strategic approaches to tendering processes and the implementation of best practice programs and electronic software systems.

## **ORGANISATIONAL RELATIONSHIP**

<b>Reports to:</b>	Senior Coordinator Strategic Procurement
<b>Internal Contacts:</b>	All Managers and Staff
<b>External Contacts:</b>	Contractors and key suppliers, Council's Legal advisors and auditors, Government Departments and Agencies, Local Government Associations, Industry Associations and other Councils.

## **KEY RESPONSIBILITY AREAS AND DUTIES**

### **Tender Management**

- Coordinate the day to day operations of the Procurement Branch;
- Educate, advise, support and assist Contract Managers in the correct use of procurement policies, procedures and public tender guidelines.
- Coordinate training for relevant council staff in procurement processes and software systems;
- Manage the preparation of tender documents in association with relevant Contract Managers, take responsibility for the timely advertising of contract requirements and coordinate the document flow including the preparation and issue of the contract documents;
- Assist the Senior Procurement Specialist in the monitoring of probity requirements in procurement processes and compliance to relevant legislation and council policies and procedures;
- Assist the Senior Procurement Specialist in the development and implementation of strategic procurement projects on an as needs basis;
- Review all tender programs with designated Contract Managers to ensure that strategic tendering processes are incorporated into annual tender plans for the provision of goods, services and works;
- Coordinate and participate in tender planning with Contract Managers with respect to the timely preparation and provision of specifications, marketing and product/service analysis, Tender Panel composition, Evaluation Criteria, and the preparation and completion of a Probity Plan (where appropriate);
- Assist Contract Managers and other relevant staff in establishing measurable Key Performance Indicators for the auditing and monitoring of contracts.
- - Facilitate or participation on tender evaluation
- Provide advice and guidance to Contract Managers with respect to the most appropriate form of market engagement in consideration of risk management issues.
- Review New Quotation Authorisation Forms for compliance; Review and revise quotation and tender documentation;

- Manage and administer Council's procurement IT software systems and achieve competency levels in the use of other relevant Council systems;

### **Contract Management**

- Development and communication of contract management policy, standards, processes, systems and performance measures to ensure a consistent and best practice approach to contract management.
- Develop Contract Management Plans in consultation with Contract Managers on execution of the Contract to ensure contract obligations are met and contract benefits are realized.
- Attend regular and periodic contract meetings with key suppliers and provide guidance to Contract Managers in respect of achieving contract deliverables, contract benefits and improved services.
- Initiate continuous improvement programs with Key suppliers and establish cost reduction plans, value management programs and system improvement plans in consultation with Contract Managers.

### **System Improvements**

- Supervise and administer Council's procurement software systems including upgrades and integrations with other systems
- Development of Standard Operating Procedures for procurement processes as identified in the Procurement Manual.
- Initiate spend analysis reports and in conjunction with stakeholders develop supplier panels, where appropriate, for high risk acquisitions.
- Assist the Senior Procurement Specialist in the development of processes and procedures to manage and maintain Supplier Panels.
- Initiate the use of contracts developed by Procurement Australia, MAV, the State Government and any other outsourced tender management consultant to ascertain the most effective means of contracting for goods or services.

### **Training**

- Develop customised training programs for each element of Contract Management as defined in the Open Windows program and illustrated in the Contract Management Policy and Procedures Manual.
- Expand the training program to encapsulate other elements including cost management planning, value management programming, performance monitoring, bench marking and continuous improvement programs.
- Provide training on electronic tender management and contract management software systems and other electronic systems improvements as they are progressively introduced.

### **Supplier Development Programs**

- Initiate projects with key suppliers to identify and implement value added services which are to consist of programs designed to improve service delivery, reduce costs and to create the benefit of a revenue stream (ie; rebate programs for volume spends).

### **Benchmarking / Best Practice Programs**

- In conjunction with the Senior Procurement Specialist, implement projects designed to identify and establish best practice outcomes against current practice in relation to tendering and contract management services, electronic support software solutions and system improvements.

### **Reporting**

- Prepare monthly tender status reports indicating progress against tender schedule planning dates.
- Develop and prepare a cost savings spreadsheet indicating savings achieved in final tender negotiations against the initial tender price.
- Assist the Senior Procurement Specialist in the development of activities designed to consolidate contracts and rationalise the supplier database.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- To assist the Senior Procurement Specialist in the development within the functional area and assist in the maintenance of Council tendering and contract management procedures and templates.
- Centrally coordinate the tendering and contracting of goods, services and works for Council and ensure that processes as detailed in the Procurement Policy and are adhered to.
- Manage and administer Council's electronic Contract management and Tender management software systems;
- Provide reporting as required on tenders and contracts to ensure the achievement of goals and objectives in the tendering and contracting functions;
- Ensure adherence to Council's tendering procedures, other Legal requirements and section 186 of the Local Government Act (or any future amendments);
- Provision of accurate and reliable advice and guidance to Department Managers, Contract Managers and staff in relation to legislation, Council Policy and procedures in relation to tenders, tender evaluation, contract conditions;
- Conduct training programs for management and staff in relation to the electronic management systems
- Assist in the development of innovative strategies for the renewal of contracts in order to maximise value for money to the City of Yarra.

### **Safety & Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.

- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

### ***Sustainability***

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

### ***Yarra Values***

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Teamwork
  - Integrity
  - Respect
  - Accountability
  - Innovation

## **JUDGEMENT AND DECISION MAKING**

- Resolve problems and make decisions on all matters which are within the responsibility of the position, providing that these decisions ;
- Are within delegated authority;
- Comply with legislative requirements;
- Are consistent with established policy, procedures and recognised standards;
- As guidance and advice may not always be available from within the Organisation, the occupant may need to seek advice from external sources;
- As required, assist in tender evaluation including the making of recommendations.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Sound knowledge of tendering and contractual relationship/arrangements;
- Understanding of organisational values and the legal and political context which the Procurement team operates in ;
- Ability to monitor and assess contractor performance, particularly – ensuring compliance with specifications, contract conditions, relevant regulations and standards;
- Proficiency or advanced ability to efficiently use MS programs (including MS Project and Excel programs);
- Knowledge of Risk Management and Occupational Health and Safety in contracts;
- Knowledge of probity and the ability to ensure that all tendering activities are performed with integrity and in a manner able to withstand close scrutiny;
- Ability to apply knowledge and skills and to provide advice and guidance to Department Managers and Contract Managers.

## **MANAGEMENT SKILLS**

- Ability to manage tendering and evaluation processes within deadlines;
- Ability to work autonomously and without supervision;
- Skills in managing and contributing to long term staff strategies and development
- Ability to co-ordinate workload to achieve Position Objectives and Responsibilities in an efficient way within available resources and timeframes despite the possibility of conflicting demands or pressure.

## **INTERPERSONAL SKILLS**

- Sound written and verbal communication skills;
- Ability to maintain strict confidentiality;
- Ability to provide clear and concise advice to Directors, Department Managers and Contract Managers;
- Ability to work cooperatively and to develop and maintain positive relationships; as well as motivate and develop staff
- Ability to gain cooperation and assistance from others and exercise the appropriate level of authority according to the circumstances.

## **QUALIFICATIONS AND EXPERIENCE**

- Extensive experience in a tendering and contracting background.
- Tertiary qualification in project management or procurement is desirable but not essential;
- Experience with computerised contract management systems is desirable but not essential;
- Substantial experience in contract management systems;
- Some experience in the development and delivery of procurement training programs;
- Current Victorian Drivers Licence.

## **KEY SELECTION CRITERIA**

1. Demonstrated understanding of tendering principles and practices including Probity, trade Practices Act and tender evaluation methodologies;
2. Demonstrated experience and competence in writing contract specifications including key performance indicators;
3. Demonstrated experience and competence in the management of contractors, consultants or suppliers;
4. Demonstrated experience and competence with MS programs and other computerised systems including tender management and contract management systems;
5. Demonstrated ability to successfully coordinate and complete own tasks and tasks of the team within deadlines;
6. Proven communication and facilitation skills, with the ability to lead and motivate staff