

Position Description

Senior Coordinator, Strategic Procurement



Details

Area	University Services Portfolio
Team	Finance and Procurement / Strategic Procurement
Employment	Full-Time and Fixed Term for 12 months
Location	Flexible, all campuses
Classification	HEW 8
Reports to	Manager, Strategic Procurement

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Senior Coordinator, Strategic Procurement coordinates, analyses and advises on aspects of the University's strategic procurement operations with primary responsibilities being to participate in the development and implementation of the University strategic procurement and contract management frameworks, strategic sourcing processes, as well as tactical and strategic vendor negotiations.

Reporting to the Manager, Strategic Procurement, the Senior Coordinator, Strategic Procurement will:

- Coordinate, implement and communicate strategic sourcing, category management, contract management and risk management activities for university goods and service delivery as well as engage in tactical and strategic vendor negotiations
- Provide strategic procurement planning and operational solutions to university stakeholders for procurement initiatives delivering value in financial, sustainable and service delivery terms.
- Implement process and performance management, methods and tools and embed into existing organisational practices
- Develop strong stakeholder networks and engagement programs across all levels of the University to foster engagement and buy in to support the effective application and continual improvement of strategic procurement
- Provide specialist advice and services to the University in relation to strategic procurement
- Use accepted theory and practices to develop and deploy continuous improvement actions to ensure the implementation of continuous improvement strategies in own work area
- Act as a coach and work with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance, in alignment with Deakin's code of conduct and core university strategies and policies that promote a safe, sustainable and productive working environment.

Accountabilities

- Lead with values, ethics and emotional intelligence to grow team resilience, inclusion and performance and sets clear standards of expected behaviour. Recognise and reward performance and behaviours that contribute to the delivery of results and high-quality outcomes that meet the needs of a diverse range of stakeholders.
- Promote teamwork and provide tailored coaching to enable individuals to deliver high quality solutions and the achievement of goals.
- Use understanding of the customer context to anticipate needs, tailor services, improve service offering and ensure a high-quality outcome by addressing customer feedback and setting service standards.
- Actively encourage and coach others to question traditional assumptions, promotes ideas and review practices and policies and translate into workplace improvements.
- Analyse problems, weigh up a range of options to identify accessible and inclusive solutions and translate complex issues into clear and understandable goals and targets for Deakin.
- Proactively create, establish and retain professional networks, mutually beneficial relationships and considers practical application and alignment within Deakin.
- Actively engage and enable collaboration across teams and with a diverse range of stakeholders to negotiate inclusive and accessible solutions and achieve strategic goals
- Conceptualise local plans in alignment with university strategies and monitor progress and risks, adapts personal and team priorities and plans as required.

Selection

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- Extensive experience and management expertise in a Procurement environment; or
- An equivalent combination of relevant experience and/or education/training
- Demonstrated experience in drafting high level position papers, reports, briefings and other documents
- Experience working collaboratively to develop and implement new frameworks and practices within a complex environment.
- Experience working within a large scale and complex organisation.

Capabilities

- **Inspires Results** translates strategic priorities into reality, inspires outcomes through others.
- **Leads Culture** creates transparent, engaged and inspiring cultures, leads culture change.
- **Develops Talent** develops inclusive, capable and engaged teams to meet organisational needs.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- Infrequent work outside business hours is required (e.g., work at evening or weekend events is required)
- Working with Children Check (refer to Recruitment Procedure)

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.