



Procurement and Commercial Analyst

Position Detail

Reports To	Procurement & Commercial Strategy, Governance & Enablement Lead	Group	Chief Financial Officer – Procurement and Commercial Services
Classification	ASA6	Location	Brisbane, Canberra, Melbourne, or Sydney
Reports – Direct Total	0		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As the **Commercial Analyst** within the Procurement and Commercial Services team, you will support your primary business stakeholders to deliver the strategic vision and direction of sourcing and contract management.

You will provide a proactive, thorough, consistent and responsive approach in analysing commercial and category data to support the achievement of value for money. You will also be able to demonstrate strong communication and stakeholder engagement skills, particularly in guiding and supporting cross-functional teams.

Accountabilities and Responsibilities

Performance, Analytics and Reporting

- Analyse a range of data sources, to support the identification of trends and opportunities in a category and contract management context.
- Monitor the spend trend and perform analysis on data from various sources to identify the improvement opportunities or potential issues.
- Support procurement processes by providing data analytics into market trends, spend and asset information and assisting in the development of supporting procurement material including the use of internal, market and supplier analysis.

- Manage transactional procurement processes from time to time, as required by the Sourcing Lead.
- Support business stakeholders in undertaking procurement, purchasing and contract management activities through Airservices' procure to pay system, SAP Ariba.
- Provide reporting on procurement performance including gathering and presenting data on functional KPIs,
- Provide analytical support to Portfolio and Category/Commercial Managers in go-to-market activities and continuous improvement projects including spend analysis, savings calculation, should cost analysis and management presentations.

Tools and Frameworks

- Develop spend and contract frameworks addressing the integrity of Airservices' procurement-related data from all relevant sources.
- Assist in the development of regular procurement, category and contract management reporting through the development and deployment of dashboards for spend, contracts, contract expiry and similar.
- Develop tools, templates and training to support procurement practitioner-led analytical activities.

People, Capability and Development

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Work in cross functional teams to deliver on organisational wide requirements
- Support a culture of continuous improvement within your immediate team and business partner network
- Provide a capability uplift to team members in the use of analytic and information tools and development and use of dashboards
- Ability to self-manage timelines for multiple priorities

Compliance, Systems and Reporting

- Understand and ensure that all procurement activities are undertaken in compliance with Airservices' procurement framework and Assurance Map
- Ensure that appropriate risk management activities have been undertaken in accordance with Airservices' Risk Appetite and Tolerance Statement
- Ensure appropriate probity and governance has been achieved across significant completed procurement activities
- Take an ethical approach in all situations
- Escalate issues that may negatively affect Airservices.

Safety

- Demonstrate safety behaviours consistent with enterprise strategies
- Ensure deadlines are met in relation to documentation and reporting requirements.

Key Performance Indicators

Efficient, Effective and Accountable

- Provide efficient and proactive procurement services to the Category & Contract Management team and business stakeholders
- Timely provision of responses to key stakeholders
- Timely delivery of reports and data analysis
- Contribution to the achievement of Branch targets and objectives.

Commercial

- Drive the commercial focus of the organisation as part of procurement and contract management activities
- Support the business to deliver value for money outcomes.

Safety

- Compliance with safety, risk, environmental and any other standards
- Compliance with regulatory standards.

Key Relationships

- Chief Financial Officer group
- Procurement and Commercial Services branch
- Category & Contract Management section
- Finance teams across the organisation
- SMEs across the organisation

Skills, Competencies and Qualifications

Essential

- Experience and exposure to all aspects of the end to end supply chain and procurement lifecycle – including category strategy and management, source to contract market activities, negotiation and execution, contractual / deal expertise, performance management risk management processes
- Strong business and commercial analytics skills with ability to determine trends and opportunities from data
- Strong interpersonal skills with demonstrable ability in running cross-functional projects and teams
- Excellent customer service skills, good verbal and written communication skills, with a motivated and enthusiastic attitude to problem solving
- Ability to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines
- High level of computer literacy, including use of Excel at an advanced level and Word and PowerPoint at proficient level
- High level of written and oral communication skills and attention to detail
- The ability to work independently and as part of a team, applying a high level of discretion and judgment

Desirable

- Tertiary Qualified / Preferably undergraduate degree in Law, Commerce, with Procurement disciplines, highly desirable
- SAP and/or Ariba experience
- Experience in undertaking procurement activities across a range of goods and services
- Ability to critically assess existing processes and procedures to challenge the status quo and establish increasingly efficient and effective processes
- Commercial acumen and application of strategic thinking in the areas of procurement

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.