

Procurement Specialist

Position Detail			
Reports To	Procurement Services Lead	Group	COO
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 27 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 a Procurement Specialist within the Procurement Services team, you will support your business stakeholders to deliver the strategic vision and direction of sourcing, contract management and supplier management activities.

You will provide a proactive, consistent and responsive approach to achieving value for money from third party spend and driving greater supplier performance. This in turn will allow your stakeholders to optimise their service delivery model/s and provide an efficient, effective and economical service to Airservices.

You will be able to demonstrate strong stakeholder management skills to achieve commercial outcomes to drive an effective service delivery phase within the end-to-end sourcing lifecycle.

Accountabilities and Responsibilities

Position Specific

- Provide sound advice and guidance to key stakeholders on acquisition processes and associated activities, to ensure compliance with the relevant frameworks whilst delivering effective and efficient commercial outcomes.
- Act as a subject matter expert for ARIBA, the procure to pay system, and provide comprehensive advice and guidance to the business group on the associated system processes.
- Execute, and provide direction as needed, in respect of strategic sourcing activities to ensure sourcing activities are conducted in accordance with the sourcing strategy and procurement processes.
- Support contract and supplier management activities in collaboration with business stakeholders.
- Participate in providing training and support activities as required for the broader Chief Financial Officer's Group.
- Undertake first line assurance activities, reporting and status monitoring for the portfolio.
- Identify opportunities to consolidate activities, rationalise suppliers, negotiate savings and deliver efficiencies.
- Undertake Contract Variations, including negotiations.
- Develop and undertake Supplier Relationship Management.

People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives.
- Foster a culture of continuous improvement within your immediate team and stakeholder network

Compliance, Systems and Reporting

- Maintain procurement information systems to provide accurate and timely procurement activity reports and benefits derived from the procurement process.
- Collaborate with stakeholders on broader supplier and contract performance reporting.

Safety

- Demonstrate safety behaviours consistent with enterprise strategies

Key Performance Indicators

Efficient, Effective and Accountable

- Builds and maintains effective working relationships
- Takes responsibility for actions, outcomes and people
- Proactive management of tasks and forward planning
- Escalation to management where necessary
- Able to priorities and manage competing priorities

Commercial

- Market knowledge and understanding of key suppliers
- Negotiation and relationship management skills

Safety

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

Key Relationships

- Chief Operating Officer (COO) teams and leadership
- Internal cross functional leaders and heads of
- Internal Project and Program Managers
- External Suppliers and Market Participants

Skills, Competencies and Qualifications

- Tertiary qualification in a Business, Commerce or related discipline (Desirable).
- Proven ability to source, interpret and present information from within an organisation, across industries and from different markets.
- Proven ability to interpret and apply complex organisational frameworks and policies.
- Strong analytical skills with the ability to interpret financial data, assess expenditure trends and analyse lifecycle costs.
- Influencing, communication and negotiation skills and demonstrated ability to influence stakeholder group.
- Able to demonstrate a passion for delivering commercially astute outcomes.
- Strong customer service skills, good verbal and written communication skills, with a motivated and enthusiastic attitude to problem solving.
- Proven ability to work in a team environment, support team members, ability to follow and apply processes, policies and procedures and to demonstrate initiative to communicate potential opportunities for improvement in seeking efficiency and best practice.
- Proactively takes ownership and acts with integrity to deliver required results.
- Proven ability to interpret and apply complex organisational frameworks and policies.
- Analytical skills with the ability to review financial data, expenditure trends and analyse lifecycle costs.
- Strong interpersonal, communication, negotiation and influencing skills with a sound understanding of assurance activities.
- Experience using ARIBA or similar source to manage system.

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.