



# POSITION DESCRIPTION

<b>POSITION TITLE</b>	Procurement and Contracts Officer
<b>DIVISION</b>	Business Enablement
<b>DEPARTMENT</b>	Business Enablement
<b>REPORTS TO</b>	Senior Procurement and Contracts Lead

## ORGANISATIONAL PURPOSE

The Brotherhood of St. Laurence (BSL) is a social justice organisation that works alongside people experiencing disadvantages to address the fundamental causes of poverty in Australia. Our vision is to advance a fair Australia through our leadership on policy reform, our partnerships with communities, and the quality of our services.

BSL employs over 1,500 staff and is supported by over 1,200 volunteers. We partner with governments, businesses and other organisations to address poverty across the nation.

Our work is varied. We deliver more than 60 programs and services to build capability and confidence across the life course, from early childhood and family support, getting an education, youth, and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion in its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young person and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to our program participants' safety, participation, and empowerment.

## DEPARTMENT PURPOSE

Business Enablement supports BSL in the operational areas of procurement, risk management, project management, data governance and business analysis.

## POSITION PURPOSE

The Procurement and Contracts Officer is responsible for partnering with stakeholders to plan, develop and support procurement activities to effectively meet BSL's business objectives including the development and implementation of the annual twelve-month rolling organisation-wide strategic procurement plan.

Additionally, they are responsible for supporting cross-functional teams during each stage of procurement activity to ensure the effective administration of all procurement processes and compliance with all procurement policies, processes, procedures, and frameworks.

The Procurement and Contracts Officer will provide procurement support in relation to planning, sourcing, tendering processes, supplier evaluation and selection, contracting, supplier and contract management regarding goods and services procured by BSL. They will also assist with the maintenance of the central contract repository.

## **KEY RESPONSIBILITIES**

### **1. Strategic Procurement**

- In collaboration with relevant teams and key stakeholders, support the Senior Procurement and Contracts Lead in preparing an annual procurement plan.
- Prepare, review and coordinate Conflict of Interest declarations.
- Assist with the development of tender specifications and supporting documents.
- Assist with facilitating tender releases; provide a centralised point for responding to supplier queries during a procurement activity and issue any addendums required using BSL's preferred tender portal.
- Assist with the coordination of Best and Final Offer process where required.
- Undertake due diligence checks that may include a range of checks and reports appropriate to the procurement event, including but not limited to supplier credentialling.
- Provide support and guidance across BSL by assisting with drafting recommendations for appointments of agreements.
- Assist with the preparation of tender debriefs on request. Review any requests and/or changes with the Senior Procurement and Contracts Lead that may impact the delivery of the approved plan.
- Assist with the preparation and execution of the contracts and agreements for the goods and services procured.

### **2. Modern Slavery Act Compliance**

- Assist in capturing Modern Slavery questionnaires for newly onboarded nominated suppliers.
- Support internal stakeholders in assessing received supplier responses, escalating for direction if required, and mitigating potential exposure and risk.
- Assist in the annual attestations and re-accreditation for suppliers as needed.
- Assist in drafting reports at agreed intervals in an agreed format.

### **3. Supplier Diversity and Inclusion**

- Support stakeholders in seeking opportunities to include Aboriginal and Torres Strait Islander suppliers.
- Assist with reviewing current suppliers and finding ways to increase indigenous expenditure in alignment with BSL's RAP targets.
- Support stakeholders in seeking opportunities to include other Not For Profit or social enterprises in BSL's supply chain, increasing supplier diversity.
- Participate in industry events to promote BSL and develop new and existing supplier opportunities.
- Assist with identifying and exploring potential workforce benefits to position BSL as an employer of choice.

- Assist with drafting business cases for the People and Culture team for inclusion in the Workforce Benefits Program.
- Provide commercial administrative support before the finalisation of agreements.

#### **4. Organisational Capability Support**

- In collaboration with the Senior Procurement and Contracts Lead and other divisional representatives, develop, implement, and maintain an enterprise contract register for all agreements and contracts that facilitates concise reporting of new and expiring contracts.
- Provide guidance and support to divisions engaging suppliers using BSL standard agreements and other standard supporting documents endorsed by the General Counsel.
- Assist with the development of standardised procurement templates.
- Assist in planning and developing new procurement processes and implementing a software system to support the function.

#### **5. Contract Management**

- In collaboration with the Senior Procurement and Contracts Lead and divisional representatives, support the administration of an enterprise contract register for all agreements and contracts, and facilitate automated reporting of new and expiring contracts.
- Support stakeholders in conducting contract reviews on nominated contracts at intervals agreed with the Senior Procurement and Contract Lead and report outcomes to the relevant contract manager and other BSL staff.

#### **6. Relationship Management**

- Schedule, facilitate, and participate in partnership meetings with designated internal and external stakeholders as required.
- Promote and cross-refer enquiries to other business enablement domains where appropriate.

#### **7. Reporting**

- Provide regular progress updates to the Senior Procurement and Contracts Lead and escalate potential risks and issues for discussion and direction as required.
- Generate ad hoc reports or requests as assigned by the Senior Procurement and Contract Lead and other staff as required.
- Other reporting duties as required.

#### **8. Other**

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with the manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- Other duties as required

## **KEY SELECTION CRITERIA**

### **Career Experience:**

- Previous demonstrated experience with a minimum of three years in supporting a procurement function and/or team with an emphasis on hands-on operational management and delivery of key outcomes and targets in alignment with the strategic plan.
- Experience in reviewing, developing, and implementing a strategic procurement policy and framework within a not-for-profit or commercial environment.
- Demonstrated commercial acumen and attention to detail in reviewing, negotiating, and working with contractual agreements.
- Ability to work across all levels of the organisation and adapt the best practice approach accordingly.
- Ability to take ownership and responsibility, and be accountable for decisions and recommendations.
- Ability to show initiative and work within agreed boundaries.
- Strong analytical and problem-solving skills.
- Flexible and adaptable to work under pressure and manage conflicting priorities, escalating for direction as required.

### **Personal Qualities:**

- Excellent interpersonal communication and influencing skills
- Understanding of empathy with the values and ideals of the Brotherhood of St Laurence

### **Qualifications/other:**

- Relevant experience and/or tertiary qualifications in business, procurement, commerce, or related discipline.
- Strong administrative skills, including attention to detail and time management skills, and the ability to deal with competing deadlines and priorities.
- Commitment and capacity to deliver quality support services and ongoing professional development.
- Experience with SharePoint, Microsoft Suite, Folio and other relevant systems.

## **MANDATORY EMPLOYMENT CRITERIA**

- Proof of eligibility to work in Australia is required.
- A satisfactory Police Check is required - BSL will support successful candidates in this process.