

Team Leader Procurement Governance and Performance

Position Description

Directorate	Finance and Corporate Services	Department	Procurement
Reports To	Manager Procurement	Direct Reports	Yes
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 8

Position Purpose

This position will lead a team of procurement specialists, providing support and expert advice to internal and external stakeholders relating to procurement governance and probity, development of policy and procedures, consultancy and capability services to Council and its clients. This position also manages procurement functional performance and reporting requirements.

Key Responsibilities and Outcomes

- Lead and manage the development and implementation of 'best practice' procurement policy, directives, frameworks procedures and guidelines to facilitate the reduction of business risk across Council, including governance and quality management activities.
- Contribute to the active identification, development and implementation of, strategic procurement opportunities that maximise benefits by achieving value and efficiency for Council and its stakeholders.
- Lead, manage and provide expert advice on systems that support the procurement and contract management function.
- Lead and manage the research, development, implementation and monitoring of procurement performance benchmarks that support key result areas, including performance reporting (e.g. compliance reporting, functional performance reporting, etc.)
- Manage and develop procurement capability initiatives including procurement workshops and training across Council to support sustained procurement capability and succession planning.
- Lead the compliance functions of supplier master file management activities and contract records published via various methods.
- Build a high performance, continuous improvement and customer focused team by overseeing the efficient and effective delivery of all procurement governance related activities including the timely delivery of services of the team, supervision and workforce management of staff.
- Develop communication and change strategies to promote the role of procurement within the business processes of Council.
- Contribute to the representation of Council on several working committees developing close networks with industry and other government bodies to support the measurement and improvement of Council's procurement function.
- Undertake designated procurement audit activities for Council and manage the implementation of audit action plans.
- Build high level relationships with key stakeholders and work in a collaborative team environment to ensure efficient and accurate accounting outcomes are achieved.

Our Values

Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe

workplace and protecting our environment. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable my team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Substantial knowledge and experience in procurement, leading the implementation of procurement and contracting best practice policies, frameworks and procedures.
- Substantial knowledge and experience developing and implementing procurement and contracts frameworks, including contract formation, negotiation and ongoing contract management.
- Demonstrated experience in a broad range of procurement related function management such as procurement analytics, capability and knowledge management.
- Demonstrated experience leading a team to achieve high performance outcomes.
- Experience in consistently delivering quality outcomes whilst meeting deadlines.
- High level people, collaboration and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Qualifications

- Degree in Logistics, Contract Management, Procurement, Business, Law or other relevant field and/or MCIPS qualified or being able to evidence breadth and depth of work experience equivalent to a procurement qualification
- Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.