

Position Description

Title	Procurement Specialist (Parental Leave)
Business unit	Finance & Procurement
Location	130 Lonsdale Street, Melbourne
Employment type	Max term 6 months with possibility of extension for another 6 months.
Reports to	Senior Manager, Contracts & Procurement

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Procurement Specialist provides sourcing and contract management expertise to develop and execute on procurement strategies that support organisational objectives.

The Procurement Specialist supports Uniting stakeholders to make informed value-based procurement decisions that best balance key decision factors including cost, quality/reliability, supply/demand, social benefits, efficiency, and risk.

2. Scope

Budget:

nil

People:

nil

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3. Relationships

Internal

- Finance team
- Uniting Operations teams
- Property team

External

- Uniting Suppliers and Sub-Contractors
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4. Key responsibility areas

Service delivery

- Analysis of category/spend data and work collaboratively with stakeholders to identify procurement opportunities that deliver against Uniting's objectives.
- Develop and manage market engagement activities (Rfx development, tender analysis, etc.) according to the approved category/sub-contractor strategy.
- Manage project teams and key stakeholders during all market engagement processes ensuring policy, processes and controls are followed, and good governance and probity underpin the source to contract process.
- Incorporate Social Procurement into all procurement activities
- Develop negotiation strategies and negotiate favorable commercial outcomes with suppliers.
- Monitor and report outcomes generated through market engagement processes.
- Ensure knowledge sharing / dissemination of procurement activities across stakeholders

Administration

- Maintain records relating to Uniting's contract system and respond to procurement related requests that come in through the procurement mailbox.
- Develop robust, detailed spend models using data from a variety of sources, providing insight into supply markets and internal demand analysis
- Participate in the relevant departmental meetings, committees, surveys and audits

Quality and risk

- Assess procurement activities for risk and engage with operational teams to mitigate risk
- Participate in quality improvement and risk reduction activities
- Support External and Internal audits and accreditation events
- Report compliance issues and support enforcement of Procurement & Finance Policies and Procedures.

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide the highest level of professional conduct in alignment with Uniting's values

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.

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- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- Develop a comprehensive understanding of the organisation and its procurement needs.
- Support Uniting in its efforts towards engaging with vendors with one voice.
- Quickly gather spend information from a range of systems and sources to compile a detailed picture.
- Effectively engage stakeholders and develop tailored procurement strategies based on sound knowledge of business needs and supply markets.
- Integrate Procurement into the business by leaning-in and participating in the relevant departmental meetings, committees, surveys and audits
- Build knowledge of contractual issues and risk mitigation strategies to better serve the organisation's needs.
- Demonstrate professional, ethical, respectful behaviour, and teamwork at all times in accordance with Uniting Vic.Tas core values and code of conduct.

6. Person specification

Qualifications

- Bachelor's degree and/or relevant experience in one of the following subject areas: procurement, purchasing, supply chain management, commercial, financial, facilities management, or business management.

Experience

- Minimum of 5 years' experience in a procurement role or as an active contributor to a commercial management function.
- Experience in contract reviews and interpreting contract conditions for non-commercial team members.
- Experience in creating and executing Rfx documentation, including specifications.
- Experience in leading, guiding, influencing, and consulting with internal stakeholders.
- A developing procurement professional who is a natural relationship builder, lateral thinker, effective communicator, credible and naturally inquisitive.

Core selection criteria

- Analytical and conceptual skills: Ability to assess & utilise financial and non-financial information.
- Project management: Proven capability to scope, plan, manage and deliver complex projects.
- Values alignment: Ability to demonstrate and authentically promote Uniting's values.
- Interpersonal skills: High level of written and oral skills in which to present complex information.

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- Ownership and commitment: Take responsibility.
 - Ability to prioritise multiple tasks and complete work accurately and on time.
 - Good attention to detail.
 - Strong MS Office, SharePoint document management skills.
 - Strong customer service focus.
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: