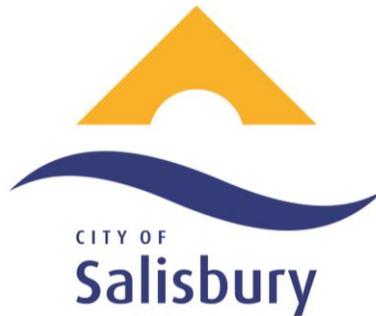




MANAGER, STRATEGIC PROCUREMENT

JOB & PERSON SPECIFICATION

JANUARY 2021



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	MANAGER STRATEGIC PROCUREMENT
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO 13, 2019
CLASSIFICATION:	NEGOTIATED
CONTRACT TERM:	FIVE YEAR FIXED TERM CONTRACT
DEPARTMENT / DIVISION:	BUSINESS EXCELLENCE / STRATEGIC PROCUREMENT
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	GENERAL MANAGER BUSINESS EXCELLENCE
DIRECT REPORTS:	PROCUREMENT BUSINESS PARTNER (X3) CONTRACTS & PROCUREMENT ADVISOR (X2)
POSITION NUMBER:	000189

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • To provide strategic direction and organisational leadership for the Strategic Procurement Division in its transformation to a more strategically and commercially focussed team. • To ensure the Strategic Procurement Division presents with professionalism to benefit the organisation and community through enhanced stakeholder relationship management. • To lead the delivery of enhanced procurement practices that creates increased value from earlier engagement with stakeholders. • To make decisions, create policy and undertake planning for the Strategic Procurement Division that ensure transparency, good governance and legal compliance. • To develop, lead and execute complex procurement strategies to deliver enhanced value.
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<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Imagine new futures and look for new opportunities <p>Make a positive difference</p>
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Strategic and Organisational Leadership <ul style="list-style-type: none"> – Develop a clear, shared vision and goals for the Division in line with organisational objectives. – Foster positive working relationships with Executive Management, Team Members, Divisional Managers and Elected Members (where required) based on a model of partnership and long term success. – Maintain strong working relationship with the General Manager Business Excellence – Inspires and influences others to assume ownership of the Division's goals. – Fosters and embeds ethical practices into the Divisional subculture and processes. – Sets challenging goals for self to achieve high quality outcomes. – Represent the organisation's values and vision in all interactions with stakeholders. • Professional and Political Acumen <ul style="list-style-type: none"> – Improves the knowledge and skills of Team Members through employing a range of development strategies. – Takes an active role in managing relationships and interactions with the community, strategic partners

and Governments to support capacity building internally and externally.

- Be an active member of the Business Excellence Leadership Team.

- **Organisational Excellence and Sustainability**

- Maintains a focus on service sustainability as an integral element in all decisions.
- Champions and promotes occupational health and safety requirements across the organisation.
- Ensures Divisional plans and reporting structures appropriately support Council's service quality.
- Strengthens the organisation by delegating to Team Members the opportunity to make decisions and resolve issues appropriate to their classification.
- Actively responsible for effective and consistent internal communication delivery across the Division.
- Champions change across the Division, ensuring that organisational objectives are reached in a timely and successful manner.
- Displays personal resilience, stays positive and maintains focus on Divisional and organisational requirements and customer relationships.
- Promotes innovative ways of achieving outcomes, using both internal and external resources.
- Ensures appropriate accountability within the organisation through:
 - o Regular monitoring and reporting on divisional budgets; and
 - o Financial and non-financial performance measurement and reporting.
- Creates a culture of accountability within the Division.

- **Policy and Planning**

- Ensures Executive Management are well informed to facilitate appropriate organisational decision making.
- Develops strategic understanding in all facets of Divisional and Council activities to enable guidance to the Division.
- Provides advice on best practice and facilitates a culture of consultation and collaboration across the Division.
- Ensures that leading governance practices are embedded in decision making.

- **Specific Divisional/Organisational Functional Responsibilities**

- Act as sponsor to lead and drive outcomes in relevant Divisional Projects.
- Interface between the Executive Management and the Division.
- Maintain current skills and knowledge to keep abreast of contemporary information and trends.
- Maximise procurement value through development of

appropriate strategies and execution that ensures delivery of the required organisational outcomes

- Develop and maintain strong relationships with stakeholders to maximise the efficiency of the procurement process and increased value
- Ensure the integrity of the procurement process is maintained
- Proactively participate as a member of the Procurement Steering Group providing strategic input into relevant matters

- **Job Specific Responsibilities**

- Lead and implement the required changes resulting from the procurement program review
- Develop and/or enhance robust data capture systems, processes and reporting to identify and measure against agreed KPIs
- Promote the value of improved procurement processes to internal and external stakeholders
- Contribute to the development and implementation of divisional and organisational strategies through added value procurement
- Engage with stakeholders to deliver procurement value through cost benefit, improved quality, and improved community outcomes
- Maintain a strong understanding of market forces that drive service providers to ensure enhanced outcomes are achieved for the organisation
- Ensure the achievement of sustainable and social procurement across the organisation
- Provision of specialist procurement advice to inform, and influence decisions on how services and projects are procured to ensure maximum value is delivered
- Enhance Acquisition Plans that clarify understanding of deliverables and risks associated with procurement
- Identify changes that assist in transforming the services delivered by the Division that meets agreed quality, timeliness and cost criteria
- Demonstrate appropriate methods of leadership to guide the Division and individual team members in achieving added value
- Demonstrate appropriate behaviour that supports enhanced relationships with key stakeholders to deliver collective value through procurement process
- Actively engage with stakeholders to understand procurement needs and ensure appropriate levels of support and advice is provided
- Maintain commercial relevant practices across the Division

- **Divisional Functions**

- Review and implement any changes to the

	<p>procurement framework, policies and procedures</p> <ul style="list-style-type: none"> - Ensure organisation's purchase card system is administered - Ensure Council's contracts and procurement databases and systems are maintained - Manage the contract component of Council's Project and Contract Management System (PCMS) to ensure the integrity of the procurement process - Ensure that Council's procurement/contract documentation is managed in accordance with State Records requirements. - Establish and review a divisional Business Plan and its monitoring via Covalent. - Manage and provide monthly reports on the division's budgets.
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Ensure that appropriate policies and procedures are in place and understood by those affected. • Ensure that safe systems of work are developed, documented, implemented and followed. This includes systems for the induction, training, supervision and monitoring of identified competencies to ensure work is carried out in a safe manner. • Identify, assess, prioritise and control ANY risks to the health and safety of employees, volunteers, contractors and visitors from the operational activities of Divisions/Sections for which responsible. Monitor risks by ensuring that regular inspections are occurring. • Ensure regular consultation on WHS requirements is occurring with employees by structuring clear WHS objectives into biannual performance and development reviews. • In coordination with the Internal Claims Consultant, fulfil injury management responsibilities set out within IM procedures including; <ul style="list-style-type: none"> - Completion of claims documentation and submission to the LGAWC Scheme within 24 hours on injury notification. - Participate in the rehabilitation process, including providing practical support and assistance to injured employees. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
<p>GENERAL RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • To comply with the City of Salisbury Employee Conduct Policy and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

COMPETENCIES:	<ul style="list-style-type: none"> To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<p>General</p> <ul style="list-style-type: none"> Possession of an appropriate degree (eg commerce) and preferably post graduate qualifications in business administration, or a related field Strong commercial experience in driving measurable value in procurement processes Experience in the procurement of works and services as well as goods Strong negotiation skills and experience Experience in undertaking complex tender processes, particularly capital projects Ability to think strategically and make informed and considered decisions to benefit the organisation. Demonstrated ability to be collaborative and build strategic relationships internally and externally to build strategic partnerships to further the reputation and success of the City of Salisbury. Ability to lead, inspire and empower others to achieve outcomes and make considered decisions. Develop and manage appropriate relationships with the Executive and Divisional Management. Strategic planning skills to develop and lead the development of business plans that are aligned to the City Plan. Comprehensive knowledge of contract law principles, commercial law and procurement activities, including contract management. Sound knowledge of probity, risk management and relevant legislation including Australian Standards relating to contract conditions Conceptual, analytical and critical skills in originating new techniques, concepts and practices in resolving complex policy issues. Understanding of workplace relations and associated legislation (including workplace health and safety). Understanding of corporate and council governance, including managing political relationships. Previous management experience with a proven track record of achievement in staff and adding value through implementing procurement strategies and actions. Understanding of procurement and contracting practices within the private sector.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> Understanding or ability to interpret The Local Government Act 1999 (as amended or replaced) would be beneficial. Understanding of the relationship between the Elected Body and the organisation. Ability to develop, deliver & facilitate workshops and

	<p>discussions.</p> <ul style="list-style-type: none"> • Membership of Chartered Institute of Procurement & Supply
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Expected to attend relevant committees, informal strategy meetings and Council meetings when Divisional papers are put forward. • Some work after hours will be required, eg to attend meetings • As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> - Local Government Act
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Andrew or Christian Gaszner on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.