

POSITION TITLE:	Strategic Procurement and Contracts Manager
POSITION NUMBER:	10734
AWARD CLASSIFICATION:	Contract
REPORTS TO:	General Manager Corporate Services
DEPARTMENT:	Corporate Services

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Strategic Procurement and Contracts Manager is an integral leadership position within the Central Highlands Regional Council. The position will work as a strategic partner and specialist advisor to Council's Leadership Group to drive the strategic direction, strength and performance of the procurement, contracts and supply chain function ("the procurement function") across Council. The position is expected to develop a strategic and regionally coordinated procurement function which will enable Council to meet its identified objectives within its community and corporate plans.

KEY RESPONSIBILITIES IN THIS ROLE

1. Delivery of objectives and community commitments as determined by Corporate, Operational, Directorate and Unit Business and Annual Procurement Plans through the development and execution of Council's Annual Strategic Procurement Plan.
2. Participate in and provide advice to the Strategic Program Governance Group, the Program Management Office and Departmental Advisory committees.
3. Provide advice and assistance to General Managers and Managers to develop Annual Procurement Plans.
4. Provide strong and decisive process leadership that inspires others to share ownership of the procurement process and in so doing, contribute to the achievement of CHRC vision and goals through the delivery of best value outcomes.

5. Provide support to Council's contracting and contract management activities in the form of direct participation in the formulation of contracting strategies, the development and execution of major contracts, the provision of specialist advice and the supply of contract administration services.
6. Ensure that all procurement, and contracting activity is conducted with probity, complies with the requirements of the Local Government Act (2009), the Local Government Regulation 2012 and Council's policies and procedures and delivers best value for Council
7. Lead and manage the Procurement and Supply Chain Teams.
8. Prepare the annual Procurement budget and provide budgetary advice to other Council Managers as required.
9. Consult and collaborate across the organisation and in particular with the Manager Governance in order to develop policies, standards and guidelines which govern Council's initiatives and practices, ensure compliance with related legislation and deliver best value.
10. Work with the Chief Information Officer to achieve efficiencies and value outcomes through the development and application of Council's TechOne ERP system, with respect to contract management.
11. Exercise delegations as detailed in Council's Delegation of Authority register.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Demonstrated knowledge of Local Government Legislation, Regulations and Procedures in relation to Contracting and Financial functions or ability to quickly acquire same.
- Significant experience in Procurement and Contracts Management and related disciplines.
- Knowledge of procurement, commercial and business management strategies with the ability to prepare and manage the implementation and achievement of strategic, business and operational plans
- Demonstrated experience in the development and application of policies, procedures, systems and processes within a procurement, contracts function and supply chain function.
- Demonstrated leadership skills and superior interpersonal, consultative and communication skills with the ability to negotiate and communicate at all levels with a variety of stakeholders to achieve quality outcomes.
- Demonstrated change management skills.
- Solid project management skills

Desirable:

- Strong knowledge of contract law and precedents,
- Demonstrated ability to support and manage a continuous improvement model for achieving outcomes, including identifying continuous improvement and innovation opportunities in processes to improve effectiveness and efficiency and identify potential cost-saving initiatives.
- High level of experience and knowledge of Microsoft Office suite.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Formal qualifications in procurement, contracting or a related discipline.
- Minimum of Queensland C class provisional drivers' license.

Desirable:

- Formal qualifications in Management would be highly regarded.
- MCIPS or equivalent would also be highly regarded.

KEY SELECTION CRITERIA

1. Experience in leading a significant procurement and contracts function ideally within a public sector context and preferably with Local Government experience.
2. Experience in providing strategic leadership in strategy and policy development, establishing performance standards and monitoring and reporting on performance.
3. A demonstrated record of achievement in delivering substantial cost savings and superior value for money outcomes.
4. A track record of building a positive performance focused work culture.
5. Experience in adapting to, influencing and leading organisational change and a willingness to embrace, encourage and apply new ideas and learnings.
6. Demonstrated experience in relationship management including the ability to problem solve, negotiate and form resolutions with a variety of both internal and external stakeholders.
7. Demonstrated financial management abilities including the ability to effectively manage budgets.
8. Demonstrated experience in the application of ERP systems in a procurement, contract management and supply chain environment.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Criminal history check.
- Reference checks.
- Qualification Check

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward-looking perspective, and delivering successful outcomes within agreed parameters.	4
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	4
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	4
Flexibility	Being able to adapt your thinking and behavior to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	4
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	4
Commitment to Council	Being willing and able to align your own behaviors with the objectives, goals and values of council; acting as a role model and promoting the values to others.	4
Customer service	Aligning your behavior with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can-do approach.	4
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	4

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organizational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any license or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said license/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
