



PROCUREMENT CATEGORY MANAGER

JOB & PERSON SPECIFICATION

MAY 2019

Position Description – *Procurement Category Manager*

Updated 30/Jan/2018

POSITION DETAILS	
College/Portfolio	<i>Portfolio of the Vice-President (Corporate Services)</i>
Organisational Unit	<i>Finance & Procurement Services</i>
Supervisor (Title)	<i>Associate Director, Procurement Services</i>
Classification	<i>Higher Education Officer level 8</i>
Employment Type	<i>Fixed-term, full-time</i>

POSITION SUMMARY
<p>The Procurement Category Manager is responsible for the procurement and contracting of specified major commodity groups across the University, or for specific high-risk procurement projects. The role involves developing an in-depth understanding of the University stakeholder requirements including extensive consultation with user groups and leading cross functional teams to deliver exceptional procurement outcomes.</p> <p>The Procurement Category Manager will be required to operate under general directions from the Associate Director, Procurement Services to ensure the procurement requirements are met commercially, strategically, and comply with all governance and policy requirement. This may include being responsible for the creation or review of some or all documentation related to the procurement process. This may also include ensuring that appropriate changes and updates are made to Flinders University systems as well as procedures and guidelines. The Procurement Category Manager will also be required to ensure that contracts are appropriately drafted and executed, in conjunction with Legal Services and ensure appropriate handover to Contract Management.</p> <p>The Procurement Category Manager shall work at times in conjunction with other Procurement Category Managers or other Finance and Procurement Services staff to ensure the delivery of projects or to resolve issues.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;

- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. If you have any queries in this regard please raise them with the named contact person in this Position Description in the first instance.

KEY POSITION RESPONSIBILITIES

The Procurement Category Manager shall:

1. Identify and investigate the procurement category environment related to the commodity group or project, including consulting with key internal stakeholders and identifying usage trends, complexity, and criticality to the University.
2. Develop procurement strategies to meet the commercial imperative of the University as well as stakeholder requirements, incorporating overall market approach, proposed contract type, scope and length.
3. Undertake Procurement processes to achieve strategic outcomes, including preparing Acquisition Plans, undertaking market approaches, evaluation and recommendations, and all Governance reporting.
4. Establish and lead cross functional teams of stakeholders and/or functional experts as appropriate to undertake processes, including evaluations.
5. Develop negotiation strategies and lead negotiations with shortlisted supplier/s to achieve effective business terms ensuring an optimal outcome for the University.
6. Ensure Project Management protocols are maintained, and that appropriate reporting occurs with regards to progress, risks and issues.
7. Ensure that that probity is maintained at all time by ensuring conflict of interest and subjective vendor preferences are avoided during any tendering/sourcing projects.
8. Provide advice, support and guidance to internal customers and stakeholders operating in a devolved environment.
9. Identify and implement initiatives that continually improve the delivery and efficiency of service to customers, including policy review.
10. Contribute to policy development and guidelines associated to procurement.
11. Some out of hours work and interstate travel will be required.
12. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualifications and/or an equivalent combination of experience and/or education and/or training in procurement and category management.
- Demonstrated experience in the development of procurement documentation including approvals documentation and market approach documentation.
- Demonstrated experience in the identification, development and implementation of procurement strategies for a range of category groups.
- Demonstrated experience in the commercial negotiation of contracts and the drafting of contracts.

- Demonstrated experience operating in complex, cross-functional teams involving staff from a range of backgrounds and experiences.
- High level oral, written and interpersonal communication skills including being an effective listener and negotiator, being able to ask clear questions about issues and requirements, and experience in writing quality reports and recommendations for complex and sensitive issues.
- High level to advanced organisational and workload management skills.



HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.