



MANAGER, STRATEGIC PROCUREMENT

JOB & PERSON SPECIFICATION

DECEMBER 2018



JOB SPECIFICATION

POSITION DETAILS	
Position Title:	Strategic Procurement Manager
Position Number:	18703
Classification:	HEO 9
Faculty/Division:	Division of University Operations
School/Branch:	Finance & Procurement Services
Reports to (position title):	Associate Director, Procurement Services
Delegations:	<ul style="list-style-type: none"> • Relevant HR and Financial delegations as prescribed to this position in the University's delegations database.
Special Conditions:	<ul style="list-style-type: none"> • Some out of hours work may be required. • Some inter and intrastate travel may be required. • Reasonable workplace adjustments will be made for people with a disability.
Significant Working Relationships:	<ul style="list-style-type: none"> • Chief Financial Officer • Executive Deans • Faculty Executive Directors and Finance & Planning Managers • Branch Managers and Heads of Schools • Finance & Procurement Services Staff • Australian Universities (and in particular the Group of Eight) • External tertiary sector associations • Internal Audit • University Vendors

POSITION SUMMARY
<p>Financial and Procurement Services provides strategic financial management, reporting, procurement and transaction support services to the University to enable achievement of the University's teaching and research goals. The Branch is responsible for oversight of the University's annual operating budget, capital budget and asset base.</p> <p>Reporting to the Associate Director, Procurement Services the role will be responsible for implementing a wide range of Procurement functions/projects. The role will assist the Associate Director in planning Procurement initiatives and lead a team to identify areas of opportunity with both existing and new suppliers, through buyer behavioural improvements or process improvements and delivering implementation project plans for all new supplier agreements to the University.</p>

KEY RESPONSIBILITIES	
Change Management	<ul style="list-style-type: none"> • Develop and oversee change management plans and processes to ensure integration and consolidation of all stakeholder input to effectively implement change. • Convene and facilitate committees, meetings and workshops with key stakeholders internally and externally. • Ensure change is managed effectively within identified procurement projects.
Project Management	<ul style="list-style-type: none"> • Lead complex projects and manage resources to achieve agreed objectives in a timely manner and within budget, including the management of relationships with external and specialist resources. • Prepare comprehensive project plans on all relevant projects. • Identify key risk and ensure that plans are in place to minimise their impact.



	<ul style="list-style-type: none"> • Prepare reports and status updates for senior management and University committees including the preparation of papers, reports and associated communications.
Strategic Sourcing and Procurement Strategies	<ul style="list-style-type: none"> • Create comprehensive and integrated strategic procurement processes, tools, templates, policies and guidelines to ensure there are clear accountabilities and responsibilities for supply to University of Adelaide clients. • Lead the implementation of new procurement services, technologies and programs which build the effectiveness of procurement for the University.
Performance Reporting and Management	<ul style="list-style-type: none"> • With the Associate Director develop, agree and communicate the key strategic and operational objectives for the Strategic Procurement team. • With the Associate Director develop, monitor and report performance metrics to execute process transformation, measure operational performance and determine short- and longer-term actions to deliver the objectives of the procurement service.
Stakeholder engagement and management	<ul style="list-style-type: none"> • Lead the implementation of procurement initiatives to build engagement with the University community in the adoption of improved procurement services. • Negotiate and liaise with senior University leaders to maximise the University's position and the achievement of the required outcomes, and at the same time minimising the risk and exposure to the University. • Ensure the strategic development, coordination and positive management of relationships between the University and the suppliers of goods and services to the University. • With the Associate Director, ensure frameworks are in place to meet the University's compliance and risk management requirements with respect to strategic procurement. • Effectively and respectfully represent the University in engagement with external parties and stakeholders.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES
<ul style="list-style-type: none"> • Ensure effective people management of direct reports to ensure the delivery of services effectively and efficiently as possible.

CAPABILITIES AND BEHAVIOURS
Use the Capability Dictionary at the link: http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS
Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct.



SELECTION CRITERIA

Knowledge and Experience:

1. Extensive Experience in taking a lead role in change and project management and managing a suite of change projects simultaneously.
2. Demonstrated experience in procurement services.
3. Experience at managing change in a complex and large organisation.
4. Demonstrated commitment to a customer service culture.
5. Ability to establish and maintain effective relationships with key stakeholders and facilitate committees, meetings and workshops to achieve maximum stakeholder engagement.
6. Extensive experience in stakeholder management within a complex organisation.
7. Exceptional written, verbal and presentation skills, capable of inspiring others.

Qualification/s:

- Relevant tertiary qualifications in areas such as procurement, business, commerce and/or extensive relevant experience.
- An equivalent combination of relevant experience and/or education/training.
- Full professional membership of a recognised Procurement organisation would be desired.



HOW TO APPLY

Applications should be addressed to Andrew Reed by email. Please click on the Apply Today button to submit your application.

For a confidential discussion, please call Andrew or Justin Hinora on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.