## Position Description Business Engagement Lead | Strategic Procurement Administration Organisational Services

**Service**

Diversity

**Growth**

**About the Administrationbranch**

The Administration Branch exists to enable our customers to deliver operational excellence for Council by being strategic, future focussed and continuously improving in the provision of property, risk and insurance, procurement and facilities services.

These services are provided through four programs, namely:

Branch Management

Provides overall management to Administration Branch through leadership, culture, customer service, engagement, service delivery, financial management and continuous improvement.

**City Administration Facilities program**

Provides management of Council’s main accommodation, facilities and buildings.

Corporate Procurement program

Provides best value advice, assistance and frameworks for all purchasing, disposals, contract management and tendering activities to ensure Council receives value for money in all of its procurement activities and meets the necessary legislative and governance principles in its application of sound procurement principles.

Corporate Property program

Provides practical and customer-focused advice and support for property transactions, tenure and property management to ensure best value outcomes and statutory obligations are met.

Corporate Risk Management & Insurance program

Provides best value risk management advice across Council in accordance with Council's Risk Management Policy and Framework. Monitor, review and maintain Council's insurance portfolio in an efficient and effective manner by providing timely financial information and advice with respect to claims and liabilities. Monitor, review and maintain Council’s Business Continuity Plans together with training and exercising.



TITLE:

Business Engagement Lead – Strategic Procurement

POSITION NUMBER(S):

4138, 4140, 4141

CLASSIFICATION:

Level 8

Award:

Queensland Local Government Industry (Stream A) Award – State 2017

Reports To:

Corporate Procurement Program Leader

JOB PURPOSE

The Business Engagement Lead is responsible for managing a fully resourced team under appropriate legislative, policy and processes to deliver strategy, sourcing and contract management activities for defined Branches within Council. In delivering the role, the Business Engagement Lead will be the primary conduit between its designated Branches and the broader procurement team.

In addition to supporting their nominated Branches, the Business Engagement Lead will liaise with other Leads and the broader procurement team to identify areas for optimisation, spend aggregation and risk management across Branches.

EXTENT OF AUTHORITY

The Business Engagement Lead operates under limited direction as a senior specialist providing multi-disciplinary advice and functions in an autonomous capacity within less defined methods, procedures and processes and can achieve outcomes implementing and leading change.

DIRECT REPORTS

Number of Direct Reports: approx. 4.

This role is responsible for the end to end management of procurement activity for a defined set of Council Branches, including the leadership and supervision of two Strategic Sourcing and Contracts Specialists and two Strategic Sourcing and Contracts Officers.



TECHNICAL EXPERTISE

Build credibility and rapport with stakeholders across nominated Branches and throughout Council in such a way as to develop trust and cooperation. including the ability to design and execute stakeholder communication so that expectations are effectively managed.

Lead and facilitate teams, including end-users, and secure co-operation from others, including stakeholders from other functional groups within Council whilst ensuring relevant probity requirements are met.

Develop category and sourcing strategies, contracting and strategic contracting plans and commercial tender documents to achieve robust, commercially focused outcomes using advanced procurement techniques including stakeholder analysis, market analysis, TCO modelling, cost driver analysis, sourcing levers, negotiation strategy, etc..

Develop and execute negotiation plans with external stakeholders, such as suppliers, so as to realise procurement objectives and improved value for Council.

Design appropriate decision-making processes, so that choices are both transparent and defensible in retrospect including the ability to anticipate potential problems and to redesign processes and systems so as to minimise their reoccurrence

Knowledge of contemporary category management and strategic sourcing practices.

Maintain a high level of knowledge of Council policies and procedures and application of contract law principles.

*Performance Criteria*

Your performance against these responsibilities will be assessed by reviewing strategies, tender documents, evaluation plans, negotiation plans, recommendations and costs savings delivered. Feedback from Branches on the quality of advice provided and conducting an annual review of progress against your agreed professional development activities.

STRATEGIC LEADERSHIP AND CULTURE

Promote and champion a branch culture of learning and growth where ideas and knowledge are shared, and staff are committed to professional and personal development.

Promote a focus on solutions that will enable a culture of cooperation and collaboration that deliver efficient and effective services, enhancing the importance of customer service.

Model the behavioural traits of transparency, integrity and sound decision-making.

Lead self to inspire others through respective, responsive and responsible conduct.

Develop and implement the strategic goals, objectives, policies and priorities in relation to the procurement team.

Apply effective critical analysis and problem solving techniques to assess and manage procurement activities.

*Performance Criteria*

Your performance against these responsibilities will be assessed by obtaining feedback from staff on their level of job satisfaction, and from the Branch Management Team on your level of active participation, communication and interpersonal skills.

**STAKEHOLDER RELATIONSHIPS AND BUSINESS partnering**

Build trust through accountability, flexibility and, identify and seize innovative opportunities for process improvements that enhance customer service and meet whole of Council initiatives.

Foster a collaborative engagement approach with managers, program leaders, coordinators and supervisors across client directorates.

Align Branch strategic procurement needs in accordance with Council objectives to improve Branch functions.

Contribute to maintaining, developing, improving and implementing Council procurement directives, policies, procedures, and guidelines as required.

Increase the visibility and reputation of procurement through trusted relationships with stakeholders.

*Performance Criteria*

Your performance will be assessed against project delivery objectives being met, review and implementation of policies and procedures and Branch satisfaction through secondary reporting lines and at the departmental level.

GENERAL

The Council Leadership and Performance Capability Framework is used for managing and supporting performance and development.

The appointed officer may have to undertake any other duties that are reasonably within scope of their skills, competence and training.



KNOWledge, skills and qualifications

Formal qualifications such as business, commerce, law or engineering and/or equivalent substantial demonstrated experience is mandatory. Chartered Institute of Procurement and Supply (CIPS) and project management qualifications or experience will be highly regarded.

The ability to seek/source relevant facts/information, analyse issues from different perspectives and present recommendations, proposals and solutions as needed

A broad knowledge of customer service strategies, financial responsibility including risk analysis and reporting as well as legislative, regulatory and policy knowledge within a procurement environment.

Ability in addressing customer needs, developing corporate knowledge to improve business outcomes and autonomously working to achieve complex tasks within both direct and indirect procurement and/or supply markets with limited competition.

High-level communication (verbal and written) and interpersonal skills including the ability to:

* Negotiate, advocate, engage and present information clearly;
* Remain impartial and communicate with influence on sensitive/complex matters at an individual employee, team and management level; and
* Deliver effective, concise, integrated and credible fit-for-purpose procurement solutions

Success profile

To succeed in this role, you need to have demonstrated high level expertise in:

**Technical Expertise**  interpreting procurement requirements, applicable laws, policies, and procedures and provide advice and solutions within tendering and contact management. Leading and managing complex end to end procurement processes and contract management with a organisation-wide focus and impact, within budget, to agreed timelines, and which achieve the stated outcomes and objectives. Continuous improvement of business procedsses and the leading of effective collaboration between teams and stakeholders to achieve Program and Branch goals.

**Strategic Leadership and Culture** – leading and managing an effective team through developing and providing advice in relation to appropriate markets, direct negotiation, competitive dialogue, reverse marketing and supplier development. Managing Performance ; managing business operations to deliver quality customer service in accordance with legislative and corporate requirements; and continuous improvement of business systems to achieve procurement goals. Fostering a culture and building business wide knowledge and experience of ensuring the customer is at the center of all we do, enabling the achievement of strategic and operational objectives and goals.

**Stakeholder Relationships & Business Partnering** –Delivering quality business focused services to Branches, including; Responding to client needs in a timely and appropriate manner, promoting a positive image

Requirements

Possession of a current "C" class driver's licence.

To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.

Review

This position description was reviewed in **June 2021** and may be reviewed again as Council’s organisation is developed or re-structured. Any future re-organisation of duties as a result of such changes will be discussed with the incumbent officer.