



Strategic Procurement Specialist

POSITION PROFILE

Division	Corporate Support	Status	Full time
Unit	Corporate Governance	Salary Grade	Grade 14/15
Reports to	Team Leader Legal & Procurement	Reviewed	May 2022

STRATEGIC INTENT

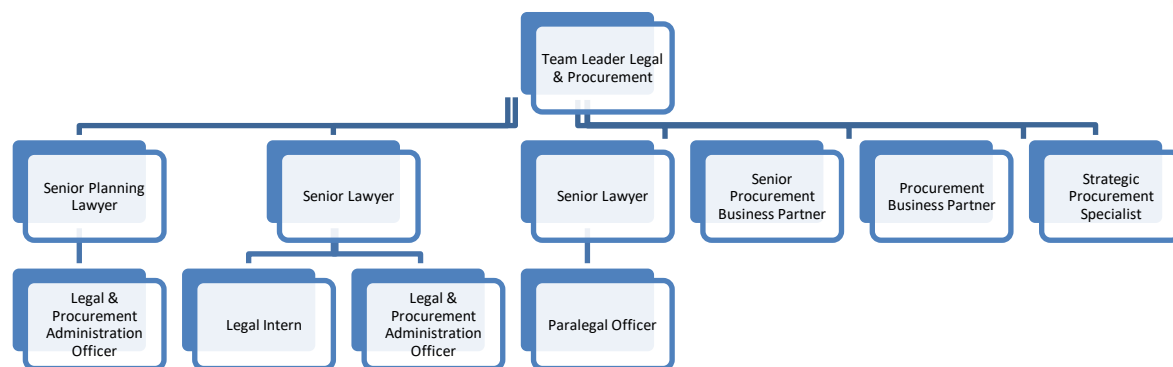
To ensure Council increases the level of focus on strategic procurement for its Capital Works Program to improve procurement efficiency and value for money and facilitate timely and on budget delivery of the Program.

POSITION PURPOSE

The primary purpose of the position is to lead strategic procurement activities for Council's Capital Works program in partnership and collaboration with internal and external stakeholders to achieve value for money and mutually beneficial outcomes for the Council within a robust governance framework.

STRUCTURE

This position sits within the Legal & Procurement Team that is part of the Corporate Governance Division in Council's Corporate Support Directorate, and will partner with the Shire Infrastructure Directorate to support delivery of Council's extensive Capital Works Program.



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Strategic Procurement Planning	
<ul style="list-style-type: none">Develop, implement and lead delivery of a "strategic procurement plan" for Council's Capital Works Program.	<ul style="list-style-type: none">Procurement needs are met through strategic procurement plan
<ul style="list-style-type: none">Research the market and drive innovation in sourcing solutions including implementing strategic bundling of	<ul style="list-style-type: none">Strategic procurement needs are met through established panel and bundle

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
<p>contractor and supplier works where appropriate.</p> <ul style="list-style-type: none">• Develop procurement strategies in conjunction with Project Sponsors, Project Managers and Team Leader• Lead cross functional teams during sourcing exercises to ensure the business engagement with and awareness of procurement solutions to be delivered.	<p>agreements and contracts and other innovated sourcing solutions</p> <ul style="list-style-type: none">• Procurement strategies are developed and implemented in accordance with strategic procurement plan
Capital Works Program Analytics	
<ul style="list-style-type: none">• Undertake appropriate analysis of the Capital Works Program pipeline - including:<ul style="list-style-type: none">○ analysing current spend, supplier base and supply patterns and defining a baseline that will inform (but not exclusively) accurate value for money calculation through improved price points based on market knowledge; identification of best-in-class suppliers; creation of negotiation strategies specific to suppliers and programs of work; and the identification and mitigation of risk through more effective supplier qualification, and○ conducting supply analytics and providing analytic support driving targeted supplier and opportunity engagements for programs and projects.	<ul style="list-style-type: none">• Granular baseline of current spend, supplier base and supply patterns created and used to support targeted supplier and opportunity engagements for programs and projects• Insights from data analytics is used to create the most effective category plans; to establish fair market pricing evaluation to maximise savings; to establish consumption patterns to reduce overall spend; and to determine preferred supplier compliance, contract usage, and buying patterns to address savings leakage• Insights from data analytics used to improve price points based on market knowledge; identify best-in-class suppliers; create negotiation strategies specific to suppliers; and identify and avoid risk through more effective supplier qualification• Analytics-driven intelligent automation used to reduce the effort and cost involved in assessing supplier responses and choosing the right suppliers
<ul style="list-style-type: none">• Build management reports to ensure stakeholders clearly understand project and program performance covering at least: benefit tracking, key supplier performance and compliance to panel agreements (Leakage tracking).	<ul style="list-style-type: none">• Management reports established and regularly provided to stakeholders to facilitate a clear understanding of project and program performance
Supplier Relationship Development	
<ul style="list-style-type: none">• Foster partnership with contractors, suppliers, market participants and industry leaders.• Continually assess the capacity of all contractors and suppliers (as well as potential contractors and suppliers).• Deliver insights on relationships between Council and its suppliers to achieve partnering benefit throughout the end-to-end sourcing lifecycle.• Provide assistance with Contract Performance reporting• Ensure documentation is correctly recorded in the appropriate systems	<ul style="list-style-type: none">• Partnerships with contractors, suppliers, market participants and industry leaders established and leveraged• The capacity of all contractors and suppliers (as well as potential contractors and suppliers) continually evaluated and understood• Insights on relationships between Council and its suppliers are used to achieve partnering benefit• The performance of contractors is monitored and reported.• All relevant documentation is recorded in Council's Records Management Systems.

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Procurement Risk Management	
<p>This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.</p>	<ul style="list-style-type: none"> In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate relevant external agencies may be notified.
<ul style="list-style-type: none"> Ensure consideration of procurement risk management practices including compliance with: <ul style="list-style-type: none"> NSW Local Government Act 1993 Local Government (General) Regulation 2005 Office of Local Government Tendering Guidelines for NSW Local Government Sutherland Shire Council Procurement Policy and Guidelines 	<ul style="list-style-type: none"> Procurement risk management practices are followed

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Relevant Degree in economics, commerce, business or a related discipline
	Desirable	<ul style="list-style-type: none"> Procurement / Supply Chain qualification from established professional organisation (e.g. CIPS, LGP)
Experience or skills	Essential	<ul style="list-style-type: none"> Demonstrated experience in procurement, or strategic sourcing, or supply chain management, or business analytics Demonstrated analytical, planning and organisational skills and experience. Demonstrated negotiation and relationship management skills and experience.
	Desirable	<ul style="list-style-type: none"> Background in Local, State or Federal Government procurement and related legislation.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none">▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.▪ Goals oriented: Works to achieve and prioritise self-set goals, taking on challenging tasks when necessary in order to achieve them▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.▪ Communication skills: Excellent oral and written communication skills including demonstrated experience in chairing meetings and providing stake holder status briefings.▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues▪ Performance standards: Assumes responsibility and accountability for high level standards and for successfully completing assigned tasks
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OUR VALUES

Behaviours	<ul style="list-style-type: none">▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community▪ Respect – We communicate openly, act with integrity and are inclusive▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	No direct reports.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Procurement Policy and Guidelines to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

Not applicable for this position