

Procurement and Fleet Specialist

Position Description

Directorate:	Finance
Reports to:	Director, Procurement & Fleet
Direct reports:	N/A
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Assist the Director, Procurement and Fleet to develop and co-ordinate the procurement and fleet function to ensure that the Society's procurement and fleet activities are value driven, effective and customer focussed.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Finance directorate. The teams within the directorate and their functions are:

Finance and Accounting: this team is responsible for state-wide finance policies and procedures; finance shared services (accounts payable, accounts receivable); treasury and investment functions; financial reporting to external stakeholders; financial strategy and special projects.

Group Financial Planning and Analysis: this team is responsible financial budgeting, forecasting and reporting; targeted financial analysis for senior management; strategic and operational advice to senior leadership to improve financial decision-making and business performance; and financial business partnership. The Finance Manager roles embedded in Vinnies Services and Commercial Enterprise, Fundraising and Communications directorates sit with this team.

Property and Facilities: this team is responsible for state-wide property management and facilities management

Information Technology: This team is responsible for state-wide Technology strategy; Technology project management; design and implementation of new Technology systems; Technology service desk, and cybersecurity.

Procurement and Fleet: this team is responsible for procurement; and fleet.

Payroll: this team is responsible for organisation wide payroll.

Accountabilities and responsibilities

The Procurement and Fleet Officer will:

- Manage the Society's fleet at an operational level to ensure fleet resources are optimised, user experience is positive and risk is pro-actively managed
- Support the Director to implement a procurement strategy that prioritises and consolidates procurement providers across the supply chain to enhance the quality of supplier relationships and ensure the best supplier outcomes are achieved.
- Support the Director to implement procurement and fleet policies and procedures and drive awareness within the Society.
- Represent Procurement in engagement with the functional areas on a case by case basis, providing advice and support in relation to supplier related matters.
- Practice prudent risk management by identifying, raising, escalating and mitigating third party supplier risks
- Monitor supplier governance and compliance including supporting the Society's compliance with Modern Slavery legislation
- Execute procurement and cost saving strategies, including the compliance with and management of preferred supplier arrangements
- Identify new sources of supply and lead or guide the process of vendor evaluation, selection and approval.
- Develop negotiation strategies and undertake contractual negotiations with third party suppliers
- Regularly monitor and govern supplier service performance, contract terms and conditions and supplier obligations
- In conjunction with the Director, implement and maintain a Contract Register to ensure timely review and re-tendering processes.
- Drive expense efficiencies and consistent vendor management methodology throughout the business including corporate travel and credit cards

Accountabilities applicable to all employees:

- Contribute to the effective implementation of the Strategic Plan within the Finance team.
- Contribute to a safe working environment for staff, members and volunteers by adopting the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management protocols and procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- The fleet is pro-actively managed ensuring positive customer experience, management of cost and compliance with policy.
- Procurement accountabilities assigned the role are managed effectively to ensure cost savings are achieved and the Society extracts the most value from its supplier relationships, aligned with the procurement strategy.
- Processes to ensure supplier related record management, including the contract management system and user accounts with key suppliers, are implemented.

In addition to the Director, Procurement & Fleet and their direct reports, the Procurement and Fleet Officer will foster close working relationships with:

- Supplier Relationship Managers throughout the organisation
- Executive Assistants from all areas
- The Finance team;
- Manager, Payroll (Finance).

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society's mission and implement the Strategic Plan
- **Change leadership:** (Level 2) Support others to engage with, and adapt to change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualification/s in business or procurement, or equivalent experience.
- Demonstrated ability to review and analyse business data and analytics to enable effective reporting and decision-making on operational performance.
- Demonstrated ability to negotiate contracts at the best possible terms and ensure ongoing savings for the organisation.
- Excellent commercial acumen, capacity for strategic thinking and attention to detail
- Expertise in approaches to identify and mitigate supplier risk including the risk of modern slavery.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- Demonstrated ability to influence at senior levels in an organisation.
- NSW driver licence.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.