**Financial & Commercial Services  
Reporting to Category Manager Strategic Procurement / Procurement Operations Manager**

## Position Purpose

To manage all aspects of the sourcing to contract process and provide sourcing and contract management advice and procurement services across each stage of the procurement life-cycle, ensuring effective administration of all procurement activities and compliance with WaterNSW procurement and contract management policies, processes and procedures and governance frameworks, and put safety first.

## Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Build and maintain relationships with the business in order to deeply understand procurement requirements and provide a responsive and business-centric service.
4. Provide expert advice to the business on all aspects of procurement and contract management policy, process, systems and frameworks.
5. Partner with internal stakeholders and provide expert advice in the development and/or review of WaterNSW scope of requirements in partnership with business stakeholders to ensure they are fit-for-purpose, meet WaterNSW’s safety, values and business standards and requirements, and will be easily understood by suppliers.
6. Manage the source to contract process, including preparation of RFx documentation, communication with suppliers, evaluation of supplier proposals and contract negotiations, ensuring value for money outcomes and facilitating the timely award of contracts.
7. Manage and support the contract negotiation process and coordinate the preparation of contracts with input from category management, the business and legal and manage the award and execution of contracts, facilitating contract handover activities to the business for ongoing contract management.
8. Work closely with, and provide expert advice to,contract managers and Accounts Payable to ensure effective supplier and contract management processes, including resolving issues with payment of suppliers.
9. Draft and review key market documents before distribution to stakeholders such as technical specifications and scope of requirements, procurement plans, evaluation plans, RFx returnable schedules, recommendation to award and overseeing the finalisation of contracts and recording in the contract management, finance and record keeping systems.
10. Provide support to supplier performance management, including attending or leading scheduled performance reviews, resolving supplier performance matters and incidents, setting work allocation for panel suppliers, participation in supplier management and development forums and preparation of recommendations for contract review.
11. Contribute to continuous improvement initiatives of procurement processes, systems, tools, templates and ways of working.
12. Ensure sourcing activities and related data are captured and managed in the required systems, for the purposes of tracking benefits and status of all projects.

## Key Challenges

* Working in an environment of constantly competing priorities and managing these priorities to enable completion of projects while delivering day to day tasks in the required timeframes

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| The business (individuals across all divisions undertaking procurement/ purchasing to meet their business requirements) | 1. Provide accurate advice and responsive procurement advice and services. |

## Significant External Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Suppliers | Day to day supplier relationships across the procurement process from source to pay. |

## Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

## WaterNSW Leadership & Performance Competencies

|  |  |  |
| --- | --- | --- |
| People | Level |  |
| Awareness and Personal Resilience | B | * Continues to perform effectively in highly stressful and ambiguous circumstances * Demonstrates a positive outlook in times of uncertainty * Is aware of others emotions and adapts approach accordingly * Recognises own emotions and employs strategies to manage these under pressure |
| Communicating with Influence | B | * Tailors communication to suit the audience and uses a range of influencing techniques to build support * Supports messages with relevant examples, demonstrations and stories * Communicates issues clearly with different audiences * Handles challenging questions confidently and constructively |

|  |  |  |
| --- | --- | --- |
| Customer | Level |  |
| Partnering and Advice | A | * Draws on own knowledge to provide basic advice to customers * Uses appropriate questioning techniques to understand the underlying issue for a customer |
| Customer & Service Responsiveness | A | * Uses appropriate questioning techniques to understand the underlying issue for a customer * Takes responsibility for delivering on promises made * Takes responsibility to resolve or escalate customer issues * Understands own and teams impact on the customer and services provided |

|  |  |  |
| --- | --- | --- |
| Business | Level |  |
| Planning and Delivering Results | A | * Completes work in a timely manner to expected standards * Identifies issues or roadblocks, looks to solve first and if needed advises upwards * Plans and organises work by drawing on necessary tools and resources * Monitors the progress of plans and deliverables * Identifies more critical and less critical activities; adjusts priorities when appropriate * Displays drive and a clear focus on achieving results |
| Business Acumen | A | * Demonstrates understanding of the water industry and how the organisation operates * Has an understanding of the organisation’s strategic direction and sets metrics with the understanding of how individual and team performance supports this * Articulates the impact of own and team performance on business and commercial outcomes |

## Technical Competencies

|  |  |  |
| --- | --- | --- |
| Competency | Level |  |
|  |  |  |

## Mandatory Candidate Requirements

**Qualifications:**

* Relevant tertiary qualification (e.g. Procurement, Business) or experience deemed equivalent
* Current NSW Drivers Licence

**Knowledge:**

* Sound knowledge of procurement and sourcing processes, policies, systems and frameworks
* Experience with ERP systems, including source-to-contract and procure-to-pay

**Experience:**

* Demonstrated experience working in procurement/category management.
* Sound stakeholder relationship management, communication, and negotiation skills.

## Favourable Candidate Requirements

* Professional Procurement (e.g. MCIPS) qualification
* Water sector experience

## Pre-Employment Checks Required

* Identification
* Qualifications
* Drivers Licence
* Pre-employment Medical – office based
* Police Check