

# Position Description



## Manager Group Procurement

### Finance & Commercial Services

#### Reporting to: Chief Financial Officer

#### Position Purpose

To lead a centre-led procurement function encompassing the development and implementation of strategic and operational sourcing, procurement, contracting and supply management strategies to ensure WaterNSW attains the best value in the goods and services required to enable achievement of its goals, and excellence in safety.

#### 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. **Senior Leadership:** developing and driving strategic priorities and developing the culture, capability and performance of our people.
4. Lead and embed a strategic approach to procurement including the development of multi-year category portfolio strategies across WaterNSW divisions and categories that deliver value for the Corporation and lead to sourcing innovation and growth.
5. Represent WaterNSW by managing high-level relationships with strategic suppliers to secure a long-term, cost effective and reliable supply base, lead high-risk strategic sourcing activities and ensure the best outcome for the Corporation.
6. Lead the ongoing development, review and improvement of category management and procurement governance, policies, processes, systems and frameworks and provide technical advice in order to ensure that WaterNSW is compliant with probity requirements and aligns with best practice.
7. Design and execute procurement strategy for divisions, supported by tactical and innovative procurement programs, to deliver measurable benefits and value to the business.

8. Lead the research and analysis of market trends and best practice to ensure sourcing and procurement strategies and approaches are current, risks are identified, and insight is gained through the analysis of costs, benefits and supply markets.
9. Provide expert advice to executive management on all aspects of procurement to encourage innovative practices and support delivery of business and strategic directions.
10. Provide leadership, direction and effective management of the procurement team to achieve a high-level of performance in procurement and deliver quality advice and service to stakeholders.
11. Establish performance standards and evaluation processes to assess and report on procurement activity in terms of benefits, internal customer satisfaction, value and cost.

### Key Challenges

- Develop a procurement operations capability that delivers reliably and responsively to the low to medium risk procurement needs of WaterNSW.
- Create buy-in across WaterNSW in the value of a centre-led strategic procurement approach that is agile in time-pressured and demanding operating environments

### Significant Internal Relationships

Stakeholder	Purpose of Relationship
Chief Financial Officer	<ul style="list-style-type: none"> <li>Provision of high-quality, trusted procurement and category management governance, services, reporting and advice.</li> </ul>
WaterNSW Executive	<ul style="list-style-type: none"> <li>Provide strategic advice and collaborate on procurement strategies, approaches and requirements</li> <li>Provide updates on procurement activity and performance</li> </ul>

### Significant External Relationships

Stakeholder	Purpose of Relationship
Strategic suppliers	<ul style="list-style-type: none"> <li>Explore business opportunities and develop innovative procurement strategies and supply arrangements</li> <li>Negotiate on key contracts and issues</li> </ul>

	<ul style="list-style-type: none"> <li>Engage, motivate and challenge providers to optimise delivery of goods and services</li> </ul>
External benchmark organisations	<ul style="list-style-type: none"> <li>Establish networks to enable performance benchmarking and maintain currency in trends and developments in procurement</li> </ul>
Professional and sector associations	<ul style="list-style-type: none"> <li>Exchange market intelligence, performance benchmarking information, innovation and other matters of mutual interest to evaluate and enhance the effectiveness and quality of procurement programs and services</li> </ul>

### 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	
Coaching & Developing Others	C	<ul style="list-style-type: none"> <li>Builds a safe and open team environment where robust feedback and growth is valued</li> <li>Supports and assists ongoing opportunities for growth and development</li> <li>Has the courage to provide honest, candid development feedback and coaching on an ongoing basis</li> <li>Ensures the team has a robust talent and succession pipeline</li> </ul>
Driving Performance	C	<ul style="list-style-type: none"> <li>Motivates teams by linking individual and team work to the achievement of organisational goals</li> <li>Capitalises on opportunities to encourage and reward successful performance.</li> <li>Sets up consistent procedures and communication processes to establish goals, clarify responsibilities, engage team members, leverage their strengths, share feedback, and adjust plans.</li> <li>Identifies which activities with the biggest strategic impact and which trade offs to make to effectively establish business plans.</li> </ul>

		<ul style="list-style-type: none"> <li>Establishes clear measures for team and business unit; monitors performance against these measures to keep performance in control and on track</li> </ul>
Managing Change	C	<ul style="list-style-type: none"> <li>Leads and engages teams in all aspects of the change process</li> <li>Provides coaching to employees and teams to manage change effectively</li> <li>Creates a safe environment in times of change to express views</li> <li>Understands the need to apply effective change disciplines to achieve business outcomes</li> </ul>

Customer	Level	
Customer Service & Responsiveness	C	<ul style="list-style-type: none"> <li>Actively seeks information to understand customer circumstances, problems, expectations, and needs</li> <li>Identifies breakdowns in internal processes and systems that directly impact on the customer experience</li> <li>Develops processes and procedures which provide proactive, responsive and relevant service and solutions to customers</li> </ul>
Partnering & Advice	C	<ul style="list-style-type: none"> <li>Consider broader purpose and the long-term context of the customer when providing advice</li> <li>Provides sophisticated and value adding insights for customers</li> <li>Assists customers to explore new ideas and to navigate the road ahead</li> </ul>

Business	Level	
Business Acumen	C	<ul style="list-style-type: none"> <li>Uses in-depth knowledge of key business drivers, regulatory activity and customer requirements to leverage opportunities and minimise threats to business performance</li> <li>Utilises knowledge and analysis of internal and external business and industry trends, to identify opportunities and trade offs to be made when formulating and executing business unit plans</li> </ul>

		<ul style="list-style-type: none"> <li>Assists others to understand the commercial implications and customer impacts of their contributions</li> <li>Uses knowledge of other business units plans and drivers to inform own business plans and the identification of opportunities and risks</li> </ul>
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## Technical Competencies

Competency	Level	
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## Mandatory Candidate Requirements

### Qualifications:

- Relevant degree qualification (e.g. Supply Chain, Procurement, Business, Finance) or experience deemed equivalent
- Professional Procurement (e.g. MCIPS) qualification
- Current NSW Drivers Licence

### Knowledge:

- Expert level capability to develop and implement innovative procurement solutions at a category, portfolio and enterprise level.
- Extensive knowledge and experience in establishing KPIs and reporting processes and frameworks to capture and report the benefits of the procurement function.
- Expert knowledge in driving improvement in procurement and effectively promote and manage changes in procurement policy, processes and practice.

### Experience:

- Demonstrated experience in influencing the strategic vision and direction of the procurement function and securing support for its effective implementation across all areas of the business
- Demonstrated experience in partnering at senior levels of an organisation to incorporate business insights and objectives into the development of procurement strategies
- Demonstrated leadership experience in developing and harmonise procurement processes/standards across all user groups to gain buy-in and organisational commitment, to improve probity and governance at an enterprise level.

### **Favourable Candidate Requirements**

- Water sector experience

### **Pre-Employment Checks Required**

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