

Position Description – Senior Procurement and Contracts Advisor

POSITION DETAILS

Department / Team: Corporate	Reports to (title): Procurement Manager
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane, QLD.	Salary Banding: AO7

THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

Further Information: www.crossriversrail.qld.gov.au

OUR VALUES & BEHAVIOURS



WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen
- We share information to help everyone be successful
- We have honest conversations, no agendas or surprise
- We are curious, asking questions to understand
- We work through issues together and help each other



WE INNOVATE

- We are inclusive, listening to and encouraging differing views
- We challenge and push the boundaries
- We apply and share our knowledge to do better
- We seize our opportunity to set new standards and benchmarks



WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits in to the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering our project..

ROLE OVERVIEW

The purpose of the Senior Procurement & Contracts Advisor is to develop, govern and execute a suite of panels and contracts for a range of goods and services including technical advisory and professional services (standing offer) arrangements.

These arrangements will support operations within the Cross River Rail Delivery Authority and may also extend to corporate operational services such as IT, facilities and capital project works. Working in a fast-paced and agile project environment, the role involves procurement activities across the entire procurement lifecycle, from initiation to finalisation (including pre-contract and contract variations).

The Senior Procurement & Contracts Advisor plays an integral role in the interface between CRRDA and our external suppliers.

KEY RESPONSIBILITIES

- Lead the development and procurement of a suite of panels, ensuring activities are undertaken in accordance with relevant procurement principles and guidelines.
- Partner with internal and external stakeholders to plan for procurement, including developing an understanding of anticipated future project support, market research and analysis, assessing category / packaging options and recommending strategies for the procurement of panel arrangements that meet business needs and can be supported by appropriate governance.
- Prepare procurement and contracting documentation, including briefing notes, procurement plans, approvals, tenders, evaluation plans, evaluation reports, negotiation plans, award recommendations etc. in a timely and professional manner, consistent with the Delivery Authority's procurement guidelines.
- Adopt project management methodologies to drive and measure procurement outcomes.
- Provide progress reporting and status updates on the delivery of the suite of panel arrangements on a regular basis and as required.
- Document procurement processes undertaken, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes.
- Support contract owners in actively administering, and contract performance and compliance, including undertaking monitoring of supplier contracts through activities including, but not limited to:
 - attendance at meetings with suppliers as required to discuss delivery performance, financial performance, risks and issues;
 - support management and resolution of contractual disputes and invoicing issues; and
 - preparing contract variations and extensions, ensuring that appropriate processes and relevant documentation is maintained.
- Develop high quality briefing papers, reports (including status reports and updates) and /or correspondence as required.
- Contribute to the on-going and continual improvement of business processes to promote consistency and better practice in procurement and contract management activities across the broader organisation.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

KEY COMPETENCIES

- Minimum 5 years' experience in procurement and contract administration is required.
- Experience undertaking procurement following the application and interpretation of the of Queensland Procurement Policy to develop Standing Offer / Panel Arrangements from planning and scoping through to contract award.
- Experience developing detailed scopes of work and/or experience with procurement processes, risks and controls, in a consulting or government environment.
- Commercial knowledge of contract formation and tendering.
- Critical thinking and effective influencing skills, including being able to provide constructive and value-driving challenge to stakeholders.
- Strong written communication and presentation skills including preparation of briefing notes is essential.
- Bachelor's degree in business / commerce related discipline, in addition to qualifications in procurement are highly desirable.