



Position Description

Position:	Procurement and Contracts Manager
Classification:	Level 10, in accordance with the Presbyterian Ladies' College General Staff Agreement 2026
Reports to:	Director of Business and Finance All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is to provide an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate learning, care and wellbeing programs. The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

The Procurement and Contracts Manager is a newly established role within the Business Office, reporting directly to the Director of Business and Finance. The Business Office enables the College's educational mission by protecting its financial position, managing risk and regulatory obligations, and providing the Principal and Council with the information and governance frameworks they need to lead with confidence.

The College's overall financial complexity has grown materially, creating the need for dedicated procurement capability to partner with stakeholders across the College to strengthen procurement practices, optimise supplier relationships, and deliver sustainable commercial value.

Position Overview

The Procurement and Contracts Manager is responsible for leading procurement activities across the College, ensuring practices are strategic, compliant, value-driven and aligned with College objectives. The role is accountable for the development, implementation and continuous enhancement of the procurement framework, policies, and processes, embedding best-practice procurement and delivering value for money, transparency, and sustainable outcomes.

Through strong stakeholder engagement and business partnering, the role works collaboratively with leaders across the College to build procurement capability, support informed purchasing decisions and maximise commercial outcomes. The Procurement and Contracts Manager is responsible for identifying opportunities to optimise procurement performance through data-driven insights, process improvement, system utilisation, supplier relationship management and effective contract oversight. With a focus on continuous improvement, the role champions ethical, socially responsible, and sustainable sourcing practices.

Operating within an independent school environment, the Procurement and Contracts Manager balances commercial, operational and educational priorities, ensuring procurement activities comply with relevant legislative and regulatory frameworks, Child Safe Standards and the College's governance framework.

Key Responsibilities

Procurement Leadership & Governance

- Working closely with the Director of Business and Finance, develop, implement and maintain the College procurement framework and policies, ensuring alignment with organisational objectives and regulatory requirements.
- Provide expert advice to the College Executive and senior leaders on procurement risks, opportunities and best practice.
- Lead continuous improvement initiatives to strengthen procurement governance, transparency, and value for money.
- Partner with stakeholders across the College to strengthen procurement knowledge and practices, providing guidance, education and practical support that promotes sound governance, commercial awareness and effective decision-making.

Procurement Operations

- Oversee and support end-to-end procurement activities including sourcing, market analysis, tendering, evaluation, negotiation, and contract award.
- Establish and manage category plans across key expenditure areas to optimise supplier value, drive commercial outcomes and mitigate procurement risk.
- Conduct regular spend analysis to identify purchasing trends and areas of fragmented expenditure across the College.



- Identify opportunities to aggregate demand across the College and establish centralised supply agreements that deliver economies of scale, improve consistency and optimise supplier value.
- Build procurement capability across the College by supporting budget holders to understand and apply procurement policies, delegations, and value-for-money principles, providing guidance, education and practical support to enable informed purchasing decisions.
- Maintain a strong understanding of emerging procurement trends, technologies, and best practices, applying insights to enhance procurement capability and outcomes across the College
- Lead end-to-end formal tender processes (RFI, RFQ, RFP) for high-value material spend categories, including:
 - Partnering with internal stakeholders to develop objective, output-based specifications and evaluation criteria.
 - Establishing and chairing tender evaluation panels, guiding consistent, transparent evaluation methodologies to support sound procurement decisions.

Contract and Vendor Management

- Facilitate commercial negotiations with suppliers to achieve value-for-money outcomes, appropriate service levels and pricing structures that support long-term financial sustainability and operational outcomes.
- Maintain a centralised register of all supplier contracts, overseeing renewals, variations, and terminations.
- Support leaders to build productive supplier relationships, monitor performance against agreed commitments and work collaboratively with vendors to address service issues and achieve positive outcomes.
- Monitor and report on measurable cost savings and cost avoidance initiatives achieved through strategic sourcing, spend consolidation and supplier negotiations.

Compliance, Probity, and Risk Management

- Maintain strict probity and ethical procurement practice, including effective conflict of interest management, declarations and record-keeping, across all tendering and procurement activities, ensuring compliance with College policies, financial delegations, and legislative and regulatory frameworks.
- Develop, implement and embed ethical procurement practices including evaluating suppliers against the Modern Slavery Act 2018 and exploring opportunities aligned with sustainable procurement.

Other Duties

- Other duties as directed by the Director of Business and Finance or the Principal.
- Maintain up-to-date understanding and support of the College's commitments to Child Safety, Health and Safety, and Policy and Compliance

Key Relationships

- Director of Business and Finance – primary reporting relationship
- Business Office team including Financial Planning & Analysis/Commercial Manager, and Finance Manager
- Facilities team
- Project Manager - Major Capital Works
- Information, Communications and Technology (ICT) team
- College Executive and senior leaders
- External vendors



Mandatory Qualifications / Registrations / Certifications

- Tertiary qualification in Procurement, Supply Chain Management, Business or related field, essential
- Current Employee Working with Children Check (WWCC)
- Willingness to obtain a current National Police Check (issued by the employer)
- Current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required.

Knowledge, Skills and Experience

- Minimum 7-10 years of relevant industry experience (education, local government, not-for-profit or corporate sectors is highly regarded), including leadership in procurement and contract management
- Proven experience in developing and implementing procurement strategies, managing supplier relationships, and negotiating contracts to deliver value, quality, and compliance.
- Proven track record of managing formal commercial tender processes.
- Demonstrated success in analysing financial spend data, identifying consolidation opportunities and establishing centralised supply agreements.
- Proficiency with ERP or Financial Information Systems (e.g. Synergetic, MyAlivi or similar school management software) and advanced Microsoft Excel skills.
- Sound negotiation skills with a strong understanding of value-for-money principles extending beyond purchase price to consider quality, risk, service delivery, sustainability and organisational benefit.
- Ability to manage multiple tender timelines simultaneously while engaging diverse internal stakeholder groups.
- Exceptional interpersonal skills with the ability to build strong relationships, foster consensus and support stakeholders to confidently navigate procurement processes and decision-making.

Personal Attributes

- Demonstrates integrity, sound judgement and discretion, with a strong commitment to high ethical standards.
- Highly adaptable and resilient, with the ability to effectively manage changing priorities, respond to emerging needs and maintain focus in a dynamic environment.
- Commitment to continuous improvement and innovation in procurement practices.
- Exceptional communication skills displaying sensitivity and discretion.
- A warm, positive and considerate manner towards all internal and external stakeholders.
- Collaborative team player who fosters positive relationships with colleagues.
- Thrives in a consultative, collaborative, and service-oriented work style.
- Ability to adapt and operate effectively and flexibly in a challenging and changing environment.
- Actively supports the College's mission, values and goals.



Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.

Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.

Approval

Owner:	Director of Business and Finance
Approved by:	Principal
Approved date:	October 2026

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