

# Position Description – Procurement and Contracts Graduate

## POSITION DETAILS

<b>Department / Team:</b> Corporate – Procurement	<b>Reports to (title):</b> Procurement Manager
<b># Direct Reports:</b> 0	<b># Indirect Reports:</b> 0
<b>Location:</b> Brisbane, QLD.	<b>Salary Banding:</b> AO3

## 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](http://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

## ROLE OVERVIEW

As a procurement graduate, you will be provided with an opportunity to build networks and relationships across Cross River Rail and with external stakeholders while gaining insight and practical experience in procurement policy, data and analytics and procurement services which includes sourcing and contract management. As part of and under the guidance of a high performing team you will contribute to the delivery of procurement projects including initial planning, documentation development and establishment of contracts across a diverse range of categories.

This position is seen as a pathway to developing a career in procurement, or related fields such as contracts management or finance.

## KEY RESPONSIBILITIES

- Contribute to procurement projects including initial planning, development of documentation and establishment of contracts, ensuring compliance with Cross River Rail Delivery Authority procurement policies, achievement of desired business outcomes and delivery of value for money.
- Assist with maintaining detailed documentary records of procurement processes, decisions and contractual arrangements undertaken ensuring the audit trail is adequately maintained and documented for probity, accountability and audit purposes.
- Assist with the analysis of complex procurement matters, including the identification and assessment of options and the development of recommendations.
- Monitor performance of suppliers and products and provide information and advice to clients regarding contracts.
- Prepare reports, correspondence and submissions for supervisors and clients.
- Contribute to negotiations with suppliers and liaise with personnel both within and outside the Cross River Rail Authority .
- Develop, maintain and monitor relationships with internal clients and external contractors for the purpose of achieving and sustaining customer satisfaction and value for money.
- Work on a number of tasks concurrently in an environment with a changing workload.
- Successfully complete assigned training courses related to procurement and career development including levels 1 to 3 of the Queensland Government Skills2Procure Program.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

## KEY COMPETENCIES

- Recently completed (up to three years) university undergraduate or postgraduate degree from an Australian University in a relevant discipline or due to graduate before the end of 2025.
  - Relevant degrees include but are not limited to Business/International Business, Economics/Commerce, Law, Logistics / Supply Chain Management or Masters of Business Administration.
- High degree of enthusiasm and drive with an interest in developing in a career in procurement related fields.

- Sound interpersonal and communication skills to work effectively within a diverse and multi-disciplinary environment.
- Strong analytical and problem solving skills with a practical and hands on approach to learning and completion of tasks.
- Ability to work autonomously and cohesively within a team environment.
- A criminal history check will be undertaken prior to appointment as this role has access to sensitive data.