

# Position Description – Purchasing Advisor

## 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> AO6

## 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.crossriverrail.qld.gov.au](http://www.crossriverrail.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

The Purchasing Advisor supports Cross River Rail Delivery Authority's commitment to effective and compliant procurement practices by aligning purchasing activities with Queensland Government purchasing policies and legislation and company objectives. This role will be instrumental in the implementation of a new Cross River Rail Procurement Framework, ensuring best practices, and enhancing purchasing systems to deliver value for money across the Delivery Authority.

In this role, you will lead and support sourcing activities, develop purchasing procedures, and monitor supplier performance, fostering relationships with internal and external stakeholders to meet business objectives. As a trusted advisor, you will work closely with various teams to communicate procurement strategies and support the operational delivery of purchasing functions within compliance frameworks. You will also contribute to procurement improvement projects, enhancing systems, reporting, and training to embed contemporary procurement practices within the Delivery Authority.

Your expertise in procurement will be valued as you help the Delivery Authority achieve sustainable purchasing outcomes through effective risk management, stakeholder collaboration, and continuous improvement of procurement processes.

## KEY RESPONSIBILITIES

- Support procurement improvement projects, including the planning, development and implementation of systems, tools and reporting to facilitate the delivery of desired business outcomes and delivery of value for money.
- Develop, implement and monitor procurement instructions, procedures, guidelines and standard forms.
- Develop, co-ordinate and lead sourcing activities to establish supply arrangements that meet business needs.
- Communicating procurement strategies and Queensland Procurement Policy requirements to stakeholders and facilitating changes to current procurement practices through training and education programs.
- Assist with maintaining detailed documentary records of procurement processes and decisions undertaken ensuring the audit trail is adequately maintained and documented for probity, accountability and audit purposes.
- Monitor performance of suppliers and products and provide information and advice to clients regarding procurement.
- Contribute to negotiations with suppliers and liaise with personnel both within and outside the Cross River Rail Authority to deliver value for money solutions and outcomes.
- Develop, maintain and monitor relationships with internal clients and external contractors for the purpose of achieving and sustaining customer satisfaction and value for money.
- Maintain professional development including completing Queensland Government Skills2Procure Program or equivalent.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

## KEY COMPETENCIES

- Minimum of three years' experience in a comparable role supporting purchasing in a procurement team

including the continuous improvement of purchasing processes and procedures.

- Sound interpersonal and relationship building with the ability to influence and negotiate with internal and external stakeholders.
- Experience in the application, interpretation and compliance with the Queensland Procurement Policy and other guidelines.
- Ability to work autonomously and multitask, to achieve work targets and deliver outcomes in a changing and fast-paced procurement environment.
- While not mandatory, formal procurement, purchasing and/or contract management accreditation, including Queensland Purchasing, QGCPO, CIPS or similar will be highly regarded.
- A criminal history check will be undertaken prior to appointment as this role has access to sensitive data.