



## Position Description – Manager Strategic Procurement Services

<b>Division</b>	Corporate Services
<b>Portfolio</b>	Strategic Procurement Services
<b>Business Unit</b>	Strategic Procurement Services
<b>Level</b>	Leadership
<b>Reports To</b>	General Manager Corporate Services (City of Charles Sturt; City of Marion and City of Port Adelaide Enfield)
<b>Prescribed Position</b>	Yes

### Position Objective

To provide strategic direction and collaboratively lead the procurement function across the three Councils (City of Charles Sturt, City of Marion and the City of Port Adelaide Enfield) to deliver innovative, cost effective, and high-quality strategic procurement services that maximise best value to our communities.

This position will require you to work collaboratively, attend meetings and/or undertake work within three (3) Adelaide Council areas (City of Charles Sturt, the City of Marion and the City of Port Adelaide Enfield) to manage the Strategic Procurement function, enhance collective capabilities and to increase community value in line with the Collaboration Framework (Appendix 1).

### Key Responsibilities

- To provide strategic direction to the procurement functions at the City of Charles Sturt, City of Marion and the City of Port Adelaide Enfield.
- To drive a consistent procurement approach across the three Councils and provide high quality procurement, contract management and commercial advice to support the delivery of services and projects to the community.

- Work collaboratively with internal stakeholders to develop and deliver the procurement program across the three Councils and identify opportunities to collaborate and partner to deliver best value.
- Provide expert advice to the CEOs, Executive and the Elected Bodies at the three Councils on matters concerning strategic procurement and contract management
- Lead and partner with internal and external stakeholders to identify innovative opportunities in the pursuit of best practice solutions.
- Ensure a high level of professionalism and decisiveness in working with strategic stakeholders, particularly in managing emerging challenges, innovations and opportunities.
- Lead and engage with departmental leaders and project managers to build the knowledge and understanding of robust strategic procurement activities and provide internal training as required.
- Provide leadership to the portfolio, positively influencing teams and individuals, negotiating solutions and providing a high level of customer service.
- Manage team and individual performance to achieve business goals and maximise employee performance, including development planning to minimise knowledge risk and create flexibility within the portfolio.
- Design appropriate reporting and monitoring mechanisms that highlight the benefits of collaborative procurement.
- Provide benchmarking data and analysis on the value, creativity, flexibility and sustainability of the procurement functions.
- Manage the end-to-end supply chain process; identify and recommend potential group contract opportunities, conduct feasibility studies where applicable and prepare tender and contract documentation. Identify opportunities for enhancing relationships with suppliers including streamlining administration and adding value to contracts.
- Manage the tender process to ensure that local government probity and procurement policy requirements are appropriately met. This will include coordination of the specifications, preparation of tender and contract documentation, tenderer pre-qualification and selection process and preparation of recommendations for the Executive Leadership Team.
- Drive best practice contract management by conducting periodic reviews of established contracts to ensure that the Councils are receiving all contracted benefits and in particular that supplier-Council relationships are optimised.
- Directly manage high risk contracts and unsolicited proposals across the Councils.
- Actively participate in sector wide procurement related groups and bodies.

## **General**

- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.

- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for developing a risk-aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with applicable Risk Management Frameworks.
- Responsible for providing leadership of the safety and wellbeing of their staff and contractor management in accordance with the Work Health & Safety Act 2012 and providing leadership in the implementation and monitoring of the Councils' Work Health & Safety Management Systems within their area of responsibility.
- Promote and maintain a child safe environment and take action as per relevant policies.

## **Selection Criteria**

### **Skills**

- Empowering leader who develops, coaches and provides appropriate feedback to ensure others reach their full potential.
- Authentic leader who builds constructive relationships with people at all levels across the organisation.
- An innovative, agile and dynamic mindset.
- Strong commercial acumen and politically aware.
- Exceptional interpersonal, negotiation and influencing skills.
- Excellent verbal and written communications skills.
- Exceptional commitment to customer service and passionate for delivering for the community.
- Well-developed time management, problem solving and decision-making skills.
- Highly capable in the use of contemporary technology relevant to the position.
- Demonstrated behaviour consistent with organisational values.

### **Knowledge**

- Detailed knowledge of procurement and contract management principles and processes.
- Sound knowledge of risk management principles and processes.
- Knowledge of good governance and corporate compliance principles and practices in the public sector environment and possess a high-level understanding of the legislative requirements concerning government procurement and contract management
- Working knowledge of the Microsoft Office suite of desktop applications.
- Knowledge of Work Health and Safety policies and procedures relating to the work area.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.

- Knowledge of intranet and internet systems.

## **Experience**

- Significant experience in leading strategic procurement in a diverse and multifaceted environment.
- Experience in leading and influencing change and ability to engage with a diverse stakeholder group.
- Demonstrated experience in independently leading, coordinating and motivating a team.
- Demonstrated experience in working with sensitive, political and confidential issues in a governmental or similar context.
- Significant experience in production of reports and correspondence and other required contractual documents.
- Proven successful experience in building and maintaining effective customer relationships with internal and external stakeholders.

## **Qualifications**

A tertiary qualification in the relevant discipline, or a related field and/or at least 10 years of demonstrated experience in lieu of formal qualifications.

Essential

## Appendix 1 – Collaboration Framework

The City of Charles Sturt, City of Marion and the City of Port Adelaide Enfield in 2018 formalised a Framework for Collaboration which is summarised below:

---

A Vision of Collaboration	We share a vision of collaboration to improve our capability to collectively enhance the lives of those in our communities.
Purpose and Principles	Collaboration will enable us to share resources, improve efficiencies and develop and support our leadership teams to be innovative and highly effective in achieving our goals. The skills and capability of our Leaders are key to achieving our shared vision of delivering better services for our communities.
Better Service to our Communities	We agree to: <ul style="list-style-type: none"><li>• use our collective knowledge and lessons learned to add value and find synergies to benefit our communities</li><li>• embrace the possibilities that can be achieved through collaboration – do not accept limitations</li><li>• keep an open mind and be willing to let things go</li><li>• use our networks to communicate and explore solutions to solve our problems</li><li>• benchmark our achievements and use the analysis to identify strategic opportunities</li><li>• celebrate our successes and evaluate our performance using constructive feedback, holding each other to account while continually building our capabilities</li></ul>

---