

Manager, Procurement and Fleet

Position Description

Directorate:	Finance
Reports to:	Chief Financial Officer
Direct reports:	Nil
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Lead the procurement and fleet function to ensure that the Society's procurement and fleet activities are strategic and needs-based, with strong working relationships with key suppliers.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Finance directorate. The teams within the directorate and their functions are:

Finance and Accounting: this team is responsible for state-wide finance policies and procedures; finance shared services (accounts payable, accounts receivable); treasury and investment functions; financial reporting to external stakeholders; financial strategy and special projects.

Group Financial Planning and Analysis: this team is responsible financial budgeting, forecasting and reporting; targeted financial analysis for senior management; strategic and operational advice to senior leadership to improve financial decision-making and business performance; and financial business partnership. The Finance Manager roles embedded in Vinnies Services and Commercial Enterprise, Fundraising and Communications directorates sit with this team.

Property and Facilities: this team is responsible for state-wide property management and facilities management

Procurement and Fleet: this team is responsible for procurement; and fleet.

Payroll: this team is responsible for organisation wide payroll.

Accountabilities and responsibilities

The Director, Procurement and Fleet will:

- Lead the successful implementation of the Strategic Plan within their team.
- Lead the development and implementation of procurement and fleet policies and procedures and conduct periodic audits to assess compliance.
- Develop the procurement framework to prioritise internal capacity to serve/ deliver, prior to procurement of external products and services.
- Prioritise and consolidate procurement providers across the supply chain to those capable of serving the Society across all regions, to enhance the quality of supplier relationships and ensure the best supplier terms are achieved.
- Undertake periodic reviews of vendor contracts to ensure compliance to terms, renewal and renegotiation of terms to ensure best arrangements for the society.
- Monitor and manage the Society's vehicle fleet and allocations to staff.
- Ensure a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that staff complete relevant pre-engagement checks (National Criminal History check, and where required Working With Children Check); act in accordance with the organisation's Code of Conduct; and comply with the organisation's Workplace Health and Safety program.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Guide and support department heads in the delivery of cost reductions in the provision of procurement and fleet services.
- Support the Executive Leadership Team in all directorates to deliver cost reductions of equal or greater than 5 per cent on estimated \$63m addressable spend per procurement strategy.

Key working relationships

In addition to the Chief Financial Officer and their direct reports, the Director, Procurement and Fleet will foster close working relationships with:

- Other members of the Executive Leadership Team;
- Other Directors and Managers (Finance);
- Manager, Corporate Partnerships (Commercial Enterprise, Fundraising and Communications);

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 3) Manage the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 3) Manage teams and areas of work to align to the Society's mission, vision, values and lay Catholic heritage. **Impact focus:** (Level 4) Lead delivery of strategic priorities with a focus on data driven decision making and efficient and effective use of resources.
- **Collaboration:** (Level 4) Enable a culture of collaboration across the Society to deliver on the Society's mission and Strategic Plan.
- **Change leadership:** (Level 4) Operationalise and lead the change required to deliver the Society's mission and strategic priorities.
- **Team performance:** (Level 3) Manage and develop individuals and teams to deliver against Society's strategic priorities.
- **Digital engagement:** (Level 3) Manage virtual, dispersed teams and stakeholders using digital tools.
- **Innovation and improvement:** (Level 4) Promote and enable innovative approaches to service delivery and ways of working.
- **Financial acumen:** (Level 4) Lead the design and delivery of programs and services that ensures the financial sustainability of the Society.

Role-specific criteria

- Relevant tertiary qualification/s in business, management or procurement.
- Demonstrated ability in successfully leading procurement operations.
- Demonstrated ability and expertise in project leadership to oversee effective implementation of initiatives.
- Demonstrated ability to review and analyse business data and analytics to enable effective reporting and decision-making on operational performance.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- High-level understanding of current trends in procurement and issues facing the not for profit industry.
- NSW driver licence.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.