

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager Procurement	<b>Position Code:</b>	3-MP
<b>Division:</b>	Organisational Performance	<b>Grade:</b>	Total Remuneration Package
<b>Location:</b>	Dubbo/Wellington	<b>Hours/Week:</b>	Minimum 35 hours per week
<b>Reports to:</b>	Director Organisational Performance		
<b>No. Direct Reports:</b>	1	<b>No. Indirect Reports</b>	0

### Primary Purpose of Position

The Manager Procurement is responsible for the development and implementation of the procurement strategy across Council. This position also leads a professional procurement team to drive, implement and monitor the procurement strategy across council, including the development and implementation of council wide procurement frameworks, policies and procedures.

The Manager Procurement will drive excellence in procurement and identify opportunities for more cost effective purchasing. This role will have significant impact internally to the organisation and also externally with Council's many suppliers.

The role will also manage risk and ensure compliance with Local Government procurement and tendering guidelines while seeking to adopt innovative procurement solutions. This role will require significant planning and strategic thinking to implement best practice procedures for Council.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Develop and implement across the organisation end to end procurement activities of Council.	<ul style="list-style-type: none"> <li>• Lead and manage the development, implementation, monitoring and reporting of the adopted Procurement Strategy including required outcomes, actions and targets.</li> <li>• Build key stakeholder relationships both internally and externally.</li> <li>• Develop Council's Procurement Plan</li> <li>• Maintain up to date knowledge of industry developments and legislation impacting on procurement</li> </ul>
Establish, implement and maintain governance, policies and continuous improvement procedures in procurement	<ul style="list-style-type: none"> <li>• Promote and oversee the implementation of best practice procurement throughout the organisation</li> <li>• A highly visible procurement leader across the organisation leading procurement planning and driving procurement process improvement and change across the organisation.</li> <li>• Lead and manage the development and implementation of category management strategies to optimise Councils procurement spend.</li> </ul>

Key Accountabilities / Duties	
Engage and collaborate with stakeholders in the organisation.	<ul style="list-style-type: none"> <li>• Undertake analysis of procurement expenditure, patterns and trends across Council</li> <li>• Establish and report on KPI's to monitor and measure the successful implementation of the corporate procurement function including cost effectiveness in Council's purchasing and internal client satisfaction with service</li> <li>• Identify, mitigate and escalate procurement risks or breaches to ensure ongoing compliance with organisation and other government policies and regulations</li> <li>• Provide strategic advice and training on procurement software systems and processes to ensure staff are purchasing in accordance with the Procurement Policy, framework and procedures</li> <li>• Lead and manage the monitoring of supplier performance and conformance to tender specifications, contracts and service level agreements</li> <li>• Provide budget considerations in relation to corporate procurement</li> <li>• Conduct mentoring and training on procurement across the organisation</li> </ul>
Provide strategic direction and advice in relation to procurement and drive ongoing improvements and efficiencies	<ul style="list-style-type: none"> <li>• Driving excellence in procurement practices to realise better business alignment, improve service delivery and greater value</li> <li>• Identify opportunities for shared services, purchase aggregating, preferred suppliers and joint purchasing approaches</li> <li>• Lead and manage the development and implementation of a strategic whole-of-council approach to purchasing activities to ensure best value for money, quality supply and effective supplier engagement.</li> <li>• Ensure and promote probity and compliance for all purchasing transactions</li> <li>• Conduct an annual spend analysis in line with adopted budget</li> <li>• Follow up procurement and contract management non-conformance with senior management.</li> </ul>
Inventory and store management	<ul style="list-style-type: none"> <li>• Turnover of stock at industry standard level</li> <li>• Monitoring of stock movement to identify redundant and slow moving stock</li> <li>• Value added Store Management service accepted by the organisation</li> <li>• Undertake a full strategic review of councils store operations and report the Executive Leadership Team.</li> <li>• Regional procurement initiatives</li> </ul>
Team/People Management	<ul style="list-style-type: none"> <li>• Provide strategic guidance and support to the Procurement team with their duties.</li> <li>• In conjunction with Council policies, make recommendations to the Director on appointments, promotions and terminations of staff under your control</li> <li>• Ensure that the organisation's policies and procedures are fully understood and adhered to by staff in the team</li> </ul>

### Key Accountabilities / Duties

- Ensure appropriate communication to all staff in the Procurement team to ensure awareness of relevant key issues
- Foster good teamwork and high self-morale within the team

### Inherent Requirements of the Position

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at desk utilising computers/electronic systems or other office based equipment
- The occupant of this position may be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary
- Maintain high level skills and experience in the operation of computer applications such as word processing, spreadsheets, database and other computer applications relevant to the organisation
- Criminal Record Check
- Class C Drivers Licence

### Selection Criteria

#### Essential

1. Bachelor degree in procurement, business management or related discipline, or significant equivalent experience in procurement and contract practices within a large multi-disciplined organisation.
2. Demonstrated knowledge of corporate procurement practices and tender processes.
3. Extensive procurement experience with demonstrated ability to successfully drive procurement process improvement and change across an organisation.
4. Demonstrated experience in successfully developing and implementing innovative best practice procurement strategies and solutions in a local government or similar diverse organisational environment.
5. Superior leadership, planning and communication skills with demonstrated ability to lead and maintain positive cooperative and productive relationships with internal and external stakeholders.
6. Demonstrated experience in managing and administering procurement functions to ensure compliance with relevant legislation, policies and procedures.
7. Highly developed time management, research, analytical and problem solving skills.

#### Desirable

8. Experience in Local Government purchasing, regulations and costing systems.

### Organisation Wide Accountabilities

#### Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
  - Be Curious, Courageous and Committed
- Sustainable

**Organisation Wide Accountabilities**

	<ul style="list-style-type: none"> <li>○ Balanced Approach To Growth and Opportunity</li> <li>● One Team             <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>● Integrity             <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>● Complying with Council’s WHS policies and procedures</li> <li>● Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>● Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>● Participating in any WHS consultation arrangements</li> <li>● Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>● Correctly using all personal protective equipment</li> <li>● Complying with emergency and evacuation procedures and site rules if applicable</li> <li>● The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>● Council’s adopted Code of Conduct.</li> <li>● Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council’s policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: