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Senior Procurement Specialist
(Ongoing - Full Time)

Position Description



WESTERNPORT
WATER

Position Description

Title	Senior Procurement Specialist
Band	6/SEO
Location	Newhaven Head Office, Phillip Island
Department	Strategy, Performance & Governance
Division	Corporate & Customer
Reports To	Manager Strategy, Performance & Governance
Direct Reports	Procurement Coordinator
Child Safety Category	Category 3 - No contact - This position is not required to engage with children within the normal responsibilities of the role.

The Senior Procurement Specialist will lead the delivery of value-for-money outcomes through their involvement in end-to-end procurement activities of sourcing, negotiating, and purchasing of goods, services and public construction whilst influencing the success and development of the Corporation through the management and delivery of high-level expertise, guidance and advice on procurement.

Key Responsibility Areas

- Be the procurement lead and champion for Westernport Water and manage the Procurement Framework through strategy, policy and procedure development, including providing subject matter expert advice and education across the business.
- Lead end-to-end procurement activities through the development and execution of sourcing and procurement strategies for goods, services and public construction procurement, including high value or complex tenders.
- Deliver contracts in accordance with Westernport Water's Procurement Framework, related systems, policies and procedures and in compliance with Victorian Government procurement requirements.
- Prepare procurement market documentation, including contract selection and the coordination of specifications, and evaluation criteria and planning for RFQ's and Tenders.
- Lead and support the evaluation processes and evaluation reports, where required, ensuring probity and fairness and assisting in negotiating contract terms with suppliers.
- Oversee contract establishment, collation and management, including the identification and monitoring of contract risks.
- Identify opportunities through existing spend data and influence subject matter experts to conduct market analysis and go to market.
- Support internal stakeholders to plan procurement activities and build strong relationships across the business to influence good procurement practice.

- Ensure procurement activities comply with the Ministerial Directions for Public Construction, Victorian Government Purchasing Board, and other applicable Victorian Government policies, raising any concerns as they arise.
- Provide input into the Annual Plan and Corporate Plan where necessary.
- Prepare Board & Executive reports and present as required.
- Assist with departmental projects as required.
- Participate in a “safety first culture”, and adherence to the Westernport Water’s Occupational Health and Safety, Environmental Management and Asset Management Systems;
- Any other duties as directed within the skills and abilities of a position at this level.

Qualifications and Experience

- Degree qualification in a relevant field (Commerce, Business, Finance), or an alternative tertiary qualification, or procurement/ contract management certification with extensive specialised experience.
- Extensive experience in end-to-end procurement, contract management or related roles.
- Proven experience in leading high value or complex tenders and contract negotiation.
- Strong knowledge of procurement principles and the Victorian Government regulatory procurement frameworks.
- Demonstrated ability to manage multiple priorities and deliver to timelines.

Management and Interpersonal Skills

- These positions require skills in managing time, setting priorities and planning and organising one’s own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- In this band, the position requires an understanding and an ability to implement personnel policies and practices including agreements, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee’s development schemes. They would be also expected to contribute to the development and implementation of long-term staffing strategies.
- These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Employees in this band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Accountability and Extent of Authority

- Positions in this band may manage resources and/or provide advice to or regulate clients and/or participate in the development of policy.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

- In positions where the prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- All positions in this band would have an input into policy development within their area of expertise and/or management.

Judgement and Decision Making

- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.
- In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist Knowledge and Skills

- These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.
- Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.

Key Selection Criteria

- Degree qualification in a relevant field (Commerce, Business, Finance), or an alternative tertiary qualification, or procurement/ contract management certification with extensive specialised experience.
- Extensive working knowledge of procurement or contract management.
- Proven ability to provide specialised procurement and/or contracts management advice to support organisational objectives.
- Demonstrated experience in providing subject matter procurement advice and education across the business.
- Experience preparing complex written reports, policy and procedures.
- Demonstrated experience establishing and maintaining relationships with key stakeholders.



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