# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Procurement Manager, Panel Management (Position 1)  Procurement Manager, Travel and Contract Management (Position 2) |
| Job Reference | 72010 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$100,710 to AU$108,985 pa + up to 15.4% superannuation |
| Location(s) | ACT preferred / other locations will be considered |
| Relocation Assistance | May be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents Only * All Candidates |
| Position reports to the | Finance Manager, Strategic Procurement |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 1-3 (Both positions) |
| Enquire about this job | Contact Nicky Sultana via email at [nicky.sultana@csiro.au](mailto:nicky.sultana@csiro.au) or phone +612 6276 6020 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

### These roles are part of the Strategic Procurement section within the Finance Business Unit. The roles require strong technical, stakeholder management, organisational and team management skills. Key stakeholders are internal CSIRO business units, commonwealth agencies and external suppliers.

The Procurement Manager, **Panel Management** will lead asmall team responsible for facilitating procurements through existing procurement panel arrangements, managing Enterprise Contracts and Whole of Government Arrangements, and constantly engaging with stakeholders to improve procurement culture and compliance with established policy. The Procurement Manager manages a range of expenditure categories and is responsible for developing category plans and procurement strategies, as well as identifying where efficiency gains may be achieved.

The Procurement Manager, **Travel and Contract Management** is responsible for implementing travel related systems, policies and procedures that enable staff to effectively undertake government travel. The occupant is required to manage various stakeholders’ requirements and maintain a program that: supports the business traveller; aligns with the organisations contract arrangements; meets CSIRO’s and industries HSE expectations. The Procurement Manager for this role will also be required to managing Enterprise Contracts and Whole of Government Arrangements, and constantly engaging with stakeholders to improve procurement culture and compliance with established policy.

### Duties and Key Result Areas:

**Procurement Manager, Panel Management (Position 1)**

* Provide leadership and daily management of a small team that is required to facilitate procurements in accordance with panel arrangements, management of enterprise contracts and ensure compliance with commonwealth reporting obligations.
* Undertakedata analysis of CSIRO spend to determine where the organisation can establish CSIRO-wide contractual arrangements to create efficiencies.
* Develop procedures and programs for CSIRO in accordance with the Commonwealth Whole of Australian Government (WoAG) Agreements and Commonwealth Procurement Rules (CPR).
* Develop category and contract management plans and implement medium to long-term strategies based on opportunities, risks, and recommendations.
* Foster strong relationships with vendors to achieve better pricing and quality of services.
* Work with the wider CSIRO on key strategic procurement and contract management projects.
* Manage commercial relationships with CSIROs contracted suppliers and drive performance in accordance with contracted terms and conditions and CSIRO contract management framework.
* Complete executive reporting, highlighting issues and opportunities.
* Engage with business units and stakeholders to increase compliance with panel procurement and contracts.

**Travel and Contract Management (Position 2)**

* Develop procedures, policies, and programs for CSIRO in accordance with the Commonwealth Whole of Australian Government (WoAG) travel arrangements and Commonwealth Procurement Rules.
* Manage CSIRO’s travel program ensuring it is reflective of changes in the travel industry and offerings to commonwealth government travellers.
* Report on travel program compliance and identify and implement improvement opportunities
* Establish systems and policies to ensure employee travel is organised according to company policy
* Lead Working Groups to ensure the travel team is aware of travel issues affecting staff and ensure collaboration across CSIRO in relation to changes impacting official travel
* Develop and maintain CSIRO’s contract management framework and guidance used CSIRO staff managing CSIRO contracts
* Prepare contracts that reflect terms and conditions from procurement processes and adhered to by CSIRO and suppliers.
* Manage commercial relationships with CSIROs contracted suppliers and drive performance in accordance with contracted terms and conditions and CSIRO contract management framework
* Manage complex contract management issues and Influence commercial negotiations with suppliers to achieve successful outcomes
* Monitor supplier compliance with contract terms and conditions, deliverables, and reporting requirements.
* Manage commercial risks to ensure they do not adversely impact CSIRO or our collaboration partners.
* Complete executive reporting highlighting issues and opportunities.

**Both Positions**

**Strategy and Process Improvement**

* Identify process improvement opportunities and lead procurement projects that provide efficiencies and promote compliance.
* Complete market research and future demand analysis focusing on CSIRO research and projects, spend patterns, and major change program needs.
* Provide considered advice to CSIRO staff on how best to undertake and manage procurement and contract management activities.

**Team Management and Leadership**

* Build an efficient and effective team, who have clearly defined roles and responsibilities and contribute to the success of the section objectives.
* Focus on continuous improvement and manage approved change initiatives.
* Work collaboratively as part of a multi-disciplinary team and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Communicate effectively and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration, and enhancement of CSIRO’s reputation.
* Work as an autonomous leader, taking responsibility for team outcomes, carrying out administrative tasks and assisting senior executive, scientific and general management.
* Lead and/or assist with the development and training of staff outside the immediate work group in areas related to a specific technical expertise, as required, choosing appropriate management strategies and communication styles.

**Relationship Management:**

* Delivering CPR compliant Procurement and/or Contract Management Strategies within complex multi-tiered stakeholder groups.
* Support CSIRO and our collaboration partner team members in all aspects of procurement and Contract Management activities.
* Assist in the resolution management of contractual issues and disputes in a timely manner to minimise the impact on the business.
* Relationship Management (Internal & External)

**Other:**

* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

1. Relevant qualifications and/or experience in government procurement and/or Contract Management.
2. Demonstrated experience providing quality technical advice on procurement and contracting strategies which comply with the Commonwealth Procurement Rules.
3. Sound judgement, forward thinking and impactful problem-solving skills to investigate issues, identify opportunities, develop change initiatives, implement change, and develop appropriate responses.
4. Excellent communication skills and demonstrated ability to build strong relationships with internal and external stakeholders to achieve a high level of trust and respect.
5. Demonstrated experience leading a team as well as working effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff.

## **Desirable:**

1. Proficiency in systems capabilities to obtain relevant reports and analyse data to report on organisation wide requirements.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible.

Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

**Our Values:**

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted