



POSITION DESCRIPTION

PROCUREMENT MANAGER FINANCIAL SERVICES DIVISION

Vacancy Reference No:	08078
Major Cost Centre:	Central Administration
Organisational Unit:	Financial Services Division
Classification:	Higher Education Officer Level 9
Salary Range:	\$76,901 to \$82,394 pa full-time
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Total Remuneration Package:	\$89,974 to \$96,401 pa full-time The total remuneration package includes salary and employer superannuation contributions.
Employment Type:	Fixed-term, full-time (Available for two years in the first instance with the possibility of extension subject to satisfactory performance)
Supervisor (Title):	Director, Financial Services
Closing date:	5.00 pm, Monday 14 April 2008

KEY PURPOSE

The Procurement Manager will be responsible for developing and implementing a strategic procurement model for University purchasing.

ORGANISATIONAL ENVIRONMENT

Financial Services is a division of Central Administration providing financial services to the University. The Division is responsible for developing and maintaining financial policies and procedures and internal controls to facilitate the conduct of University business and is committed to providing relevant, timely and reliable financial information and advice to assist the University to achieve its goals.

KEY RESPONSIBILITIES AND OUTCOMES

- Analyse University expenditure and supplier arrangements to identify likely areas for more cost effective purchasing through a strategic procurement approach.

- In collaboration with University staff involved in procurement, develop and establish a procurement strategy and assist in the preparation of procurement plans and key performance indicators (KPIs).
- Liaise with and source potential suppliers to effect procurement efficiencies, including arranging tenders or other appropriate means for identifying suppliers and assist in the preparation of procurement, tender evaluation and supplier agreement documentation as required.
- Manage supplier agreements, by monitoring performance and initiating corrective action, where necessary, and periodically report on supplier performance and procurement plan KPIs.
- Review and revise purchasing and procurement policies and procedures and deliver training and awareness packages for staff with purchasing responsibilities.
- Ensure that the University maximises the benefits from membership of (i) the Maps Group Ltd trading as Strategic Purchasing and (ii) access to the SA State Government's Procurement Capability Development Program, and investigate participation in the Australian Universities' Procurement Consortium.
- Provide regular progress reports to senior managers regarding the University's procurement strategies (current and under development) and the cost savings (actual and/or projected) derived from these strategies.
- Take a leading role in providing guidance and training for staff with purchasing responsibilities.

Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

SUPERVISION RECEIVED

The incumbent is expected to determine his/her own work plans, priorities and courses of action and make proposals on these in the wider organisational context. S/he will operate within a framework of broad organisational policies and/or external requirements. Performance will be reviewed against strategies/targets.

SUPERVISION PROVIDED TO OTHERS

No supervisory responsibilities are required for this position.

WORKING RELATIONSHIPS

The Procurement Manager will establish and maintain effective internal and external relationships to ensure the efficient and effective procurement of products and services from external suppliers. The incumbent will work collaboratively with staff in the University's devolved purchasing environment to develop a procurement strategy and associated plans. This will be achieved by analysing University expenditure, identifying areas where savings can be achieved, sourcing potential suppliers, arranging and evaluating tenders, establishing strategic procurement partnerships and developing, monitoring and managing supplier agreements.

The incumbent will also work closely with staff in the University's devolved purchasing environment, and with staff in the Financial Services Division, who provide support to the procurement function.

The incumbent is expected to consult with his/her supervisor only on strategic and higher level operational matters and on matters likely to impact on the standing of the Unit in the University and/or wider community.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

The Procurement Manager's performance will be evaluated against agreed KPIs including demonstrated achievement of savings in non-salary expenditure within appropriate quality parameters.

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential criteria

- A degree qualification in a relevant field or an equivalent level of expertise gained from a combination of experience, training or professional accreditation in business and/or procurement.
- Demonstrated knowledge and experience of contemporary procurement practices within a complex organisation.
- High level interpersonal and oral communication skills, with demonstrated ability to establish and maintain effective internal and external relationships, including the establishment of strategic procurement partnerships.
- High level analytical and written communication skills with demonstrated ability to undertake market research, analyse organisational expenditure, prepare procurement policies and procedures and calls for tenders, evaluate tenders and prepare management briefings and reports.
- Demonstrated ability to develop supplier agreements and to effectively monitor and manage supplier performance.
- Demonstrated commitment to ethical business practice.

Desirable criteria

- Knowledge of procurement related issues facing Australian universities.

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

CONTACT DETAILS

For further information about the position contact Daniel Flaherty, telephone 08 8201 2457 or email daniel.flaherty@flinders.edu.au

Candidates are encouraged to discuss the position with the contact person before sending in a written application.

SUBMITTING AN APPLICATION

All applicants must complete an *Application for Employment Cover Sheet* available at <http://www.flinders.edu.au/hrd/html/forms/EmployApplication.doc> and lodge this with their application.

Applications, together with the *Application for Employment Cover Sheet*, may be lodged by email to jobapplications@flinders.edu.au or by post to Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications is provided in the *Essential Information for Applicants*. Please do **not** forward applications to the contact person nominated as the contact person.

Name of Authorising Officer: Barbara Fergusson, Executive Director Administration
Name of Authorising Officer in Human Resources: Daniel Flaherty, Director of Resources
Date of last update: March 2008