

Goulburn-Murray Water Position Description

Procurement Manager – Position Number BAF322

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| Role Purpose | |
| <p>This role is located in the Business and Finance Division and is within the Commercial Group. The Procurement Manager is responsible for the development and implementation of efficient and commercial procurement and contract management strategies and the successful delivery of the Procurement Pipeline in full and on time for Goulburn Murray Water. This position will work collaboratively across the business to develop efficient procurement strategies, policies and assist in the development of effective contract management and supplier agreements.</p> | |
| Reports to (title) | Manager Commercial |
| Classification / Band | Band E |
| Allowances | GMW Mobile Phone |
| Employment Status | GMW considers every role flexible where this can still deliver the required business outcomes, this could include but is not limited to part-time or job share. |
| Location | Tatura |
| Position Contact | Justin Walta, Manager Commercial (03) 5826 3979 |
| Key skills, Qualifications & Experience required | <p><u>Desired</u></p> <ul style="list-style-type: none"> - Leadership Experience - Previous procurement or commercial related roles <p><u>Key Skills & Experience</u></p> <ul style="list-style-type: none"> - Strong skills and experience of procurement processes - Strong financial and commercial acumen skills - Proven experience in driving continuous improvement / transformation (procurement) - Strong influencing and leadership skills. - Resilient and capable of managing ambiguity - Highly developed oral and interpersonal skills - Proven experience with partnering with the business to produce commercial outcomes - Strong customer focus skills |
| Other Requirements | Police check Victorian Drivers Licence Australian Working Rights |
| Approver/Approval Date | Melissa Quirk, Manager HR Business Partnering – July 2021 |

| Key Result Areas | Key Responsibilities | KPIs |
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| Contracts and Procurement Management | <ul style="list-style-type: none"> • Develop and implement efficient and effective procurement policies, procedures, frameworks and plans • Develop and implement Social Procurement strategy • Develop and implement efficient and effective tendering procedures and processes • Develop and implement efficient and effective contract management procedures and processes • Lead, manage and coach the Procurement teams to achieve best value for money and control risk across supply categories and contracts over the procurement lifecycle • Provide professional expertise and advice to the organisation in relation to procurement activities, contract management, supplier agreements, governance and compliance • Manage the negotiating contracts and formulating policies with suppliers | <ul style="list-style-type: none"> • Appropriate procurement procedures, strategies and roadmaps in place • Procurement processes are efficient and effective • GMW's procurement procedures and process are compliant with the relevant governance • Procurement budget targets are achieved • Business efficiency targets are achieved • All contracts entered meet GMW's financial, safety, environment and risk management objectives |

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| | <ul style="list-style-type: none"> • Deliver improvements to processes and systems for effective procurement and contract management across the organisation • Develop, manage and report against the Procurement Team's budget • Deliver successful tendering processes for major project works • Effectively manage critical contracts, and ensure agreed service requirements are met. • Ensure appropriate procurement governance and compliance is in place for all procurement activities, as defined by DTF (and other relevant government bodies) | |
| Stakeholder Management | <ul style="list-style-type: none"> • Work collaboratively with internal business partners, and ensure internal business requirements are understood and achieved • Work collaboratively with external regulatory stakeholders (i.e. DTF) and ensure compliance/governance requirements and procurement reform initiative (i.e. SPCs, VGBP) are understood. • Work collaboratively with suppliers to proactively develop and maintain positive relationships • Establish performance measures associated with supply performance, cost and risk management • Monitor performance against established measures, and design and implement interventions as required • Lead the development of organisational capability associated with procurement | <ul style="list-style-type: none"> • Timely reporting of all performance measures • Stakeholder feedback • As required, supplier contracts have key performance mechanisms and measures |
| Leadership | <ul style="list-style-type: none"> • Effectively lead and develop the Procurement Team ensuring employee satisfaction and performance by: <ul style="list-style-type: none"> - Establishing an honest and collaborative working environment - Role modelling GMW values - Rewarding performance and motivating employees to perform at their best - Holding Procurement team accountable for the delivery of outcomes | <ul style="list-style-type: none"> • Team engagement results • 360 feedback • Effective Performance and Development Plans |

Note: Other duties and responsibilities may be required as reasonably directed

Mandatory Key Result Areas for all GMW positions

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| Safety | <ul style="list-style-type: none"> • Comply with all GMW OH&S standards, policies and procedures • Contribute to the continuous improvement of HSE systems by consulting with staff and passing on recommendations to improve the system to the HSE Team | <ul style="list-style-type: none"> • Investigate and close out incident and hazard reports on time • Workplace inspection findings corrected • Internal Audit finding actions corrected • All staff mandatory training completed • Safety meetings conducted with actions completed |
| Policies | <ul style="list-style-type: none"> • Adhere to GMW's policies and procedures • Stay up-to-date on all GMW policies • Ensure all GMW policies are promulgated and adhered to • Advise on potential changes to policies as required by local conditions | <ul style="list-style-type: none"> • Audit results (internal) • Numbers of issues escalated through team not adhering to policies |

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| | <ul style="list-style-type: none"> Ensure all policies are communicated to, and understood by, the procurement team |
| Key Relationships | |
| All GMW employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience. | |
| Internal | External |
| <ul style="list-style-type: none"> GMW Managers and Executives where they or their teams are engaged in supplier or contract activity in the delivery of GMW obligations GMW Company Secretarial and legal advice where required for procurement management and compliance matters | <ul style="list-style-type: none"> GMW Suppliers, Tenderers and Contractors in the management of procurement and associated contracts and supplier agreements |

Behaviours and Values

All employees are required to demonstrate GMW's values through their work and their dealings with internal and external customers. Behaviours must also align with the values and with GMW's strategic outcomes below:

Safe, skilled, engaged people

Contribute to a safe, inspiring and diverse workplace where learning is encouraged and your team feels supported. You openly demonstrate the vision and values of GMW through your own behaviours.

Satisfied customers, trusting partners

Exhibit at all times a customer-first attitude and you are focused on delivering outcomes that meet the needs of our customers, stakeholders and communities. You deliver solutions in response to customer and operational issues.

Sustainable business, viable customers

Take ownership for delivering affordable and sustainable water services through the decisions you make every day and take responsibility for ensuring ongoing business efficiency. You operate in a timely manner and with a sense of urgency when required and you consistently prioritise your work to meet the ongoing, and sometimes changing, needs of our business.

Water security and other water values are recognised

Comprehend the regulatory framework under which we operate and the importance of meeting our obligations. You understand the role that water plays in the sustainability of our region and actively seek out opportunities that will secure water for our future.

Innovation, data and technology driven services

Uphold the integrity of all GMW processes and systems by contributing to a continuous improvement lifecycle. You ensure that all decisions are informed by accurate and complete data & information.

