

Goulburn-Murray Water Position Description

Procurement Specialist – Position Number BAF416

Role Purpose	
This role is located in the Business and Finance Division and is within the Commercial Group.	
The Procurement Specialist role is responsible for leading tenders and quotations across GMW in line with the procurement framework. This also includes identification; approach and management for selected categories of spend where aggregation can provide value for money and process efficiencies.	
The position will work cooperatively with internal customers to identify the customer needs within each tender or category and develop procurement strategies specific to the procurement activity.	
Reports to (title)	Procurement Manager
Classification / Band	Band C
Allowances	Nil
Employment Status	Casual 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	Russell Purchase – Procurement Manager – 0419 406 906
Key skills, Qualifications & Experience required	<p><u>Mandatory</u></p> <ul style="list-style-type: none"> - Extensive experience managing public sector tenders - Strong skills and experience of procurement processes <p><u>Desired</u></p> <ul style="list-style-type: none"> - Previous procurement or commercial related experience <p><u>Key Skills & Experience</u></p> <ul style="list-style-type: none"> - Strong financial and commercial acumen skills - Innovative continuous improvement skills - Resilient and capable of managing ambiguity - Proven experience with partnering with the business to produce commercial outcomes - Strong customer focus skills - Probity and Governance mindset
Other Requirements	Proof of Covid-19 Vaccination status Police check Australian Drivers Licence Australian Working Rights
Approver/Approval Date	Sophie Riddell - Manager HR Business Partnering – July 2022

Key Result Areas	Key Responsibilities	KPIs
Contracts and Procurement Management	<ul style="list-style-type: none"> • Manage tenders and quotations in line with the procurement framework • Provide the organisation with direction and market approach regarding procurement activities • Provide procurement advice across the organisation • In cooperation with internal customers, create and develop a framework for the management and supply of procurement categories • Support the business in your categories and work closely with internal customers in the supply of service within the category • Provide advice and assist internal customers in the development of specifications for supply to support tenders and quotations • Leverage panel arrangements where appropriate as part of the category management framework • Ensure appropriate governance is in place for procurement activities 	<ul style="list-style-type: none"> • All contracts within area of responsibility are consistent with financial and risk management objectives • All contracts compliant to GMW Policy

Stakeholder Management	<ul style="list-style-type: none"> • Work collaboratively with suppliers to proactively develop and maintain positive relationships • Monitor performance against established measures, and design and implement interventions as required 	<ul style="list-style-type: none"> • Stakeholder feedback • All supplier contracts have key performance mechanisms and measures 		
<i>Note: Other duties and responsibilities may be required as reasonably directed</i>				
Mandatory Key Result Areas for all GMW positions				
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 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 • Ensure all policies are communicated to, and understood by, the team 	<ul style="list-style-type: none"> • Audit results (internal) • Numbers of issues escalated through team not adhering to policies 		
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.				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">Internal</td> <td style="width: 50%; text-align: center; border: none;">External</td> </tr> </table>			Internal	External
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 IT teams for financial system availability • 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.



Excellence



Honesty



Accountability



Courage



Caring