



Position Title: Procurement and Contract Manger

Department: Corporate Services

☒ **New Position**

Date: 31 March 2016

☐ **Change to Existing Position**

Reports to (position):

Chief Operating Officer

Procurement Manager

Positions that report to this position:

Facilities and infrastructure Manager

Name of present incumbent (if applicable):

N/A

PRIMARY PURPOSE OF ROLE: *This should be a summary or 'vision' for the position. Consider what aspects of the role, if they were removed, would cause the position to no longer add value to , or be required at GRV*

The position will provide a range of corporate support functions including expert support and advice on commercial, tendering and contractual matters for goods and services and/or construction projects, defining and facilitating better practices, working closely with GRV and departmental terms to maximise total cost of ownership savings, compliance with the Financial Management Act (FMA) and the project development and construction Management Act 1994 (PDCMA) (including relevant ministerial directions) and adherence to Victorian Government Purchasing Board (VGPB), AND grv's policies and standards, processes and procedures.

The position will bring a high level of expertise in providing direction for the commercial activity undertaken by GRV, including to the Accountable Officer and the relevant committees on matters regarding commercial practice strategies, governance, policies, procedures, practices and capability. The position will draw from extensive experience and knowledge of strategic procurement, contract and category management to develop and implement strategies and policies that support a high performing and efficient organisation.

In addition, the position will supply business intelligence, business review and improvement, key commercial data analysis to maximise the cost effectiveness and efficiency of GRV operations. They will draft a Procurement Strategy and maintain a Procurement Framework demonstrating due process and integrity (as defined by the VGPB and in line with DJR's Framework) and oversee the development, application, and ongoing assessment of this Framework.

Lead and manage the procurement and contract team of 4 and provide high-level and strategic policy advice on the procurement governance framework, related issues and activities affecting the organisation.

SCOPE: *The scope of work provides information about the larger picture of the position – how it relates to other positions in GRV and to the broader community outside of GRV.*

Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course race goers.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world's most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria.

FREEDOM TO ACT / DECISION MAKING: *This should outline the extent of the positions scope to act without need for further approval – e.g.*

- *Managing of employees within the company policy and legislative requirements*
- *Define specific objectives for the member of the team within company objectives*
- *Department budget expenditure up to \$20K*
- *Authority to approve timesheets*

- Decisions are made in line with the strategic objectives of GRV
- Evidence-based decision making with market, economic, social and political environments taken in to account
- Make strategic purchasing and partnership decisions
- Establish supplier evaluation criteria and methods' of analysis.
- Make Staffing decisions
- Allocate specific work activities to self, staff from relevant areas and others such as contractors or sub contractors.

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
Advice and guidance	<ul style="list-style-type: none"> • Provide strategic commercial and procurement advice and guidance including insights into commercial modelling, service level management and design, and market approach strategies. • Provide authoritative advice and direction to GRV staff and management on a range of Victorian Government and GRV corporate procurement policies and procedures, including representing GRV at relevant government and industry forums as required • Identify opportunity for process improvements to further enhance and increase procurement capability • Lead and manage the procurement and contract team and provide high-level and strategic policy advice on the procurement governance framework, related issues and activities affecting GRV. • Develop and lead the procurement function and governance framework, including setting targets for monitoring performance and compliance, and enhancing organisational capability and continuous improvement in procurement practices 	<ul style="list-style-type: none"> • Strategic procurement • Deliver financial savings and measurable results that are consistent with the Victorian Government Purchasing Board reforms, policies and rules and industry best practise.

Risk Management	<ul style="list-style-type: none"> • Identify risk and recommend mitigation activities and management • Oversee supplier assurance schedule, activities and monitor outcomes owned by the Procurement area and the Facilities and Infrastructure area. • Implement and/or facilitate a procurement framework that supports integrity and probity across all procurement activities • Provide oversight of the integrity of data including reviewing data accuracy, analysing reports and conducting compliance audits • Ensure GRV operates in accordance with its responsibilities and obligations associated with the Victorian Government Purchasing Board supply policies and guidelines • Provide high-level procurement expertise to effectively lead the identification, assessment and management of potential risks associated with differing sourcing strategies • Produce authoritative and technical reports, briefings, submissions and other documentation on complex procurement and contract management matters, highlighting risks and providing options for senior management and executive decision making. 	<ul style="list-style-type: none"> • Procurement breaches • Risk assessment and action compliance
Procurement policy and framework	<ul style="list-style-type: none"> • Implement procurement strategies to maintain security of supply and optimum value for money. • Set policy and guidelines for delivering commercial and cost effective procuring process for GRV. • Identify cost reduction opportunities to achieve financial goals. • implement and oversight an effective contract management process • Analyse category spend and implement category processes 	<ul style="list-style-type: none"> • Opex/capex spend against budget and forecast • Project and program spend reporting
Stakeholders Management	<ul style="list-style-type: none"> • Support and maintain ongoing relationships with internal stakeholders, in particular for Facilities and Infrastructure team (responsible for capital work projects and procurement activities undertaken under the PDCMA) and the Procurement team (responsible for procurement activities under the FMA), across GRV to plan and communicate processes and training needs for end users. • Direct Procurement and Facilities & Infrastructure staff activities and monitoring their performance • Ensure that a procurement complaints management process effectively demonstrates due process and integrity and is consistent with the GRV complaints policy and procedures 	<ul style="list-style-type: none"> • Customer and stakeholder satisfaction • Responsiveness and transparency of communication • Complaints managed effectively and with integrity

Procurement Training and capability	<ul style="list-style-type: none"> Teach and educate managers and associates about the procurement process control. Interview, hire and train personnel for procurement related activities. 	GRV has relevant procurement capability: all managers are familiar with GRV and VGPB procurement framework
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KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Chief Procurement officer – DJ&R	Chief Executive Officer
	Chief Operating officer
	Procurement Manager
	All general Managers
	Projects and construction Manager

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Qualification in procurement, or hold qualifications with a definable procurement component or have extensive government experience and expertise in managing a procurement function that is commensurate with the procurement activity undertaken across GRV	Level of education commensurate with a bachelor degree or higher qualification in relevant area (e.g. business, finance, legal, accounting etc)
People management experience	Process Improvement experience
A university degree in a business related or legal discipline	CIPS certification.
	Membership of a professional procurement association would be highly regarded.
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Strategic Planning - Contributes to GRV strategic planning, developing and implementing business plans consistent with operational framework, and developing new areas of practice and innovative strategies while focusing on the achievement of long term goals.	Interpersonal Skills - Builds strong relationships and develops an understanding of others in order to motivate them and confidently address conflict situations.
Service Excellence - Builds strong customer relationships based on superior service, plans and implements service improvement initiatives and effectively addresses service issues, and fosters a collaborative team spirit focused on service delivery.	Self-Management - Addresses conceptual and specialist skills, using own strengths and managing weaknesses to mitigate obstacles and advance difficult or unpopular decisions that are based on a clear understanding of how outcomes should be achieved.
Technical Skills - Has considerable experience in procurement including commercial modelling, category management, sourcing and contract	Project Management - Leads and manages large scale projects and develops new project initiatives, address issues strategically and delegates effectively to ensure

management. Ability to evaluate data sources and conduct spend and demand analysis to derive fact-based insights.	project success.
Problem Solving – Uses specialist knowledge and expertise to address complex problems, gathering relevant information and generating and testing a range of solutions and outcomes.	Advanced Computer Skills - Understands and applies advanced computer skills to complex word processing, spreadsheet, presentation, or database functions.
Contract Management - Leads, develops, advises on procurement strategy, develops suppliers and negotiates and manages major contracts for the organisation.	
Written Communication - Produce a range of complex reports and recommendations on relevant issues which are evidence based and provide a sound basis for decision making.	
ATTRIBUTES required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE
Drive and Commitment - Demonstrates commitment to the objectives of the work area and GRV and shows considerable drive and effort in achieving work targets.	Teamwork - Cooperate effectively with the team and work collaboratively to achieve work plan and goals.
Conceptual and Analytical Ability – Uses conceptual thinking and sound analytical approaches to support decision making in the work area.	
Relationship Building - Acts confidently to quickly build rapport with others and provide a sound basis for a productive relationship relationships based on mutual trust and respect.	
Influence and Negotiation - Gains respect from stakeholders, based on expertise, using effective negotiation techniques to motivate others and plan, negotiate and implement projects based on underlying trust in order to achieve objectives.	
Drive and Commitment - Demonstrates commitment to the objectives of the work area and GRV and shows considerable drive and effort in achieving work targets.	Teamwork - Cooperate effectively with the team and work collaboratively to achieve work plan and goals.
Conceptual and Analytical Ability – Uses conceptual thinking and sound analytical approaches to support decision making in the work area.	
Relationship Building - Acts confidently to quickly build rapport with others and provide a sound basis for a productive relationship relationships based on mutual trust and respect.	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions of employment are per the current GRV 'Employee Enterprise Agreement' • The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees. • All employment at GRV is subject to a satisfactory police check prior to commencement • All employees at GRV are required to have the right to work in Australia. • All employees are required to comply with WHS statutory obligations.

- GRV is an EEO employer.

NAME: _____ DATE: __/__/__

SIGNATURE: _____