



Position Description

Position Title: Procurement Specialist

Version effective date:

February 2023

Department: Finance and Clubs

Reports To (Position): Procurement Manager

Function(s) / roles directly reporting to this position: n/a

Name of incumbent (if applicable):

ORGANISATIONAL OVERVIEW

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria; a sport that annually generates more than \$500 million in economic activity, over \$3 billion in wagering, and directly involves over 15,000 people including through 4,300 direct and indirect jobs across the state.

Our vision is “Victorian greyhound racing is a vibrant, entertaining and thriving sport with animal welfare at its heart”. The integrity of the sport and the welfare of greyhounds are both significant components of the strategic objectives of GRV.

PRIMARY PURPOSE OF ROLE (RESPONSIBILITY)

The primary purpose of the Procurement Specialist is responsible for and focused on delivering procurement activities from initiation to completion for medium to complex procurement activities.

The role will predominantly focus on procurement efficiencies, establishment of supplier panels and raising the profile of the procurement function. This role provides specialist assistance and support to GRV as part of the Procurement team undertaking transactional, leveraged and focused procurements, predominantly within the racing and infrastructure categories.

In addition, the role is accountable for providing procurement and contract administration and management support, applying risk management principles, and developing a range of documentation for procurements and contract management

FREEDOM TO ACT / DECISION MAKING (ACCOUNTABILITY)

No direct budget accountability

This role works according to the policies and procedures applicable to GRV employees.

KEY WORKING RELATIONSHIPS

EXTERNAL

Victorian Government Departments.

External Suppliers, Contractors, and Consultants

INTERNAL

GM, Finance and Clubs

GRV Executive Leadership team

GRV Managers and employees

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
Procurement process	<ul style="list-style-type: none"> Undertake end to end procurement based upon GRV's Procurement Policy and Procedures. Manage procurement plans for medium to high complexity procurements. Assist with evaluation processes and coordinates approval and authorisation procedures ensuring security, probity, quality document control and transparency in all procurement activities. Engages and negotiates with tenderers. Apply contract management practices for emerging and existing contracts. 	<ul style="list-style-type: none"> 100% compliance with FMA, VGPB framework and GRV Procurement Policy Internal and external customer feedback
Record creation and keeping	<ul style="list-style-type: none"> Prepare briefings and correspondence, detailed reports and submissions on procurement and contract administration matters and ensure the timely progress of transactions throughout the varied public sector processes. 	<ul style="list-style-type: none"> Production of well written reports enabling evidence-based decision making 100% compliant record keeping
Invoices, Requisitions & Purchase Order	<ul style="list-style-type: none"> Support employees with requisitions and purchase order via WorkPlace. Monitor of requisitions and purchase orders when required. 	<ul style="list-style-type: none"> Minimal number of non-compliant purchase orders Internal and external customer feedback
Stakeholders management	<ul style="list-style-type: none"> Build and maintain effective relationships with third party suppliers, contractors, GRV department and other key stakeholders. Provide authoritative and strategic procurement advice, including the identification, analysis and resolution of emerging issues, opportunities, risks and trends affecting contract compliance. Assist in the training of GRV staff in relation to procurement legislation, policies and procedures 	<ul style="list-style-type: none"> Internal and external customer feedback Provide training to GRV employees who source Goods and/or Services in the agreed timeframes
Teamwork	<ul style="list-style-type: none"> Regularly attend and actively contribute to team meetings Actively contribute to the ongoing initiatives in the Finance & Club function / racing industry Undertake any other reasonable tasks as directed by the Procurement Manager and GM, Finance & Clubs 	<ul style="list-style-type: none"> Continuous improvement outcomes Internal and external customer feedback.
Compliance	<ul style="list-style-type: none"> Ensure knowledge of relevant policies, procedures, guidelines and work methods is actively maintained Complete all mandatory and scheduled training as requested. 	<ul style="list-style-type: none"> GRV policy, procedures and guidelines compliance Mandated and scheduled training up to date.
Safety and Wellbeing	<p>As an employee:</p> <ul style="list-style-type: none"> Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace Understand responsibilities and accountabilities of yourself and others in accordance with OH&S legislation and GRV policies Promote an open and active safety management and wellbeing culture Maintain a safe working environment within your area of responsibility. 	<ul style="list-style-type: none"> Role model safe work practices at all times Actively support and promote safety and wellbeing Incidents, accidents and hazards reported as soon as possible.

PERSON SPECIFICATION
Education & Qualifications
<ul style="list-style-type: none"> CIPS qualifications (Certificate or Accredited Degrees), desirable Victorian driver's licence.
Skills, Knowledge & Attributes
Personal Attributes: <ul style="list-style-type: none"> Strong appreciation of rules and regulations and an affinity for compliance Ability to maintain professional independence under pressure Advocate for organisational decisions Effective communicator Proven team player across organisational lines.
Knowledge and Experience: <ul style="list-style-type: none"> 5+ years' demonstrated experience in a procurement environment undertaking end to end procurement, essential Proven experience in current State Government procurement experience, essential Category Management experience in IT, desirable Experience in Construction, desirable Knowledge and understanding of greyhound racing, desirable
Skills: <ul style="list-style-type: none"> Demonstrated skills in stakeholder management Excellent written and verbal communication skills Good commercial acumen Exceptional organisation and planning skills Attention to detail with advanced organisational, time management and prioritisation skills.
Inclusion, Diversity & Belonging Statement
<p>Greyhound Racing Victoria is committed to building a workplace that not only respects but embraces difference and sees diversity as an essential part of our success. GRV is an organisation that is driven by values and strives for a culture of inclusion where all people feel respected, valued, listened to, inspired and that they belong.</p>

Position description accepted by:

NAME: _____ **DATE:** _____

SIGNATURE: _____