

Position description

Position	Category and Sourcing Manager
Group	Business Services
Reports to	Group Manager Procurement
Location	1010 La Trobe Street Docklands Victoria
Date	January 2019

Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by the Office of the Chief Executive and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

Our vision

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

Our mission

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

Our values

- Respect
- Professionalism
- Achievement
- One team

Dimensions

Reporting Relationships

The Category & Sourcing Manager reports directly to the Group Manager Procurement.

Budget

This position will not have direct budget responsibilities.

Other

NA

Purpose of the position

The Category & Sourcing Manager, Strategic Sourcing supports Procurement activities and projects throughout the Procurement lifecycle; and is responsible for the establishment and management of strategic, business-critical contracts for goods and services required by VicTrack and its Client Agencies.

This includes developing, leading and delivering category specific procurement activities (in consultation with the group business unit manager) relevant and linked to their Business Unit's strategic objectives.

Such activities encompass, but are not limited to supporting the establishment of category and strategic sourcing plans; delivering sourcing initiatives and supporting Supplier Performance Management activities.

From time to time, at the discretion of the Group Manager Procurement, the Category and Sourcing Manager may be assigned part or all of the duties relating to another procurement team activity (regardless of delegation level).

Key accountabilities/functions

- Leads the development of the annual procurement / business unit plan and category plans and procurement projects register;
- Leads the development of the procurement risk register, relevant to each category and business unit and ensure that risk is minimised in procurement activity undertaken by their team;
- Leads the development and ongoing maintenance of the procurement projects tracking register by systematically updating project details through regular interaction with business stakeholders;
- Leads and / oversees the delivery of the sourcing / category initiatives in accordance with procurement projects tracking register timing;
- Provide professional procurement guidance to key stakeholders during the project lifecycle and provide accurate procurement delivery timeframes;
- Lead significant contract negotiations with current and new suppliers which lead to strong commercial outcomes for VicTrack;
- Identify, develop and lead the delivery of continuous improvement initiatives as agreed with the Group Manager Procurement;
- Establish, manage and maintain a contract register relevant for their immediate department/s;
- Scope the research required to ensure up-to-date Industry and supply market knowledge is maintained for allocated categories; along with full compliance to relevant government policies;
- Conduct audit activities on designated categories, including existing procurement activities of other groups, commercial contracts and any other are from time to time as required;
- Provide monthly category updates for preparation of various procurement reports, board papers and senior management;
- Manage expectations with internal stakeholders;
- Manage effective communication between Victorian government agencies, suppliers, industry groups (including ICN, VGPB, State Purchase Contracts etc); liaise with internal & external stakeholders (including VicTrack Legal, Finance, People and Culture, and project managers) to deliver sourcing and contract management initiatives for the organisation and its customers;
- Any other procurement team related activities as required by the Group Procurement Manager.

Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with Occupational Health & Safety Act in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Safely Accessing the Rail Corridor

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- Be responsible for their actions where those actions can in any way affect or compromise railway safety;
- Be aware of the railway safety requirements associated with their duties and responsibilities;
- Take whatever action is possible to prevent the occurrence of unsafe conditions and / or incidents;
- Report any railway safety problems / hazards of which they become aware to the Group Manager Safety.

Individual attributes

Qualifications

- Relevant work experience in Commercial Contracts or Procurement/Supply Management environment 10+ years
- Tertiary qualifications in Procurement, Business, Commerce, or Law related discipline or demonstrated progress toward completion (highly desirable)
- CIPSA Membership or professional Supply Chain management affiliation (highly desirable)

Knowledge & Experience

- Work experience in areas/activities relevant to specific Business Unit (eg Telecommunications, Project Delivery, Business Services, Property);
- Appreciation of Victorian Government procurement policies and processes (highly desirable);
- Sound working knowledge of the principals of contract law as they apply;
- Demonstrated ability to (where necessary) lead negotiations on matters relating to cost; delivery, quality and commercial conditions with Suppliers in accordance with the project requirements at the direction of the Group Manager Procurement.

Skills

- Ability to work independently on assigned tasks and demonstrate initiative;
 - Ability to consult and influence senior management when required;
 - Ability to work collaboratively with diverse range of stakeholders;
 - Demonstrated understanding of project management;
 - Well-developed written and verbal communication, liaison and teamwork skills;
 - Demonstrated ability to adapt to shifting priorities and demanding timelines;
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- Strong commercial and legal analytical skills, attention to detail and ability to think strategically;
- Ability to analyse business processes and systems to identify opportunities for continuous improvement;
- Ability to provide guidance to stakeholders on procurement procedures, strategies and policies;
- Identify and maintain chargeability for reimbursable projects;
- Ability to provide and demonstrate value for money;
- Detailed knowledge of all aspects of the tender process;
- Demonstrated understanding of the content and application of general conditions of purchase and such project specific special conditions of purchase as may be applicable;
- High level of proficiency with all Microsoft Office applications and other systems as applicable.

Interpersonal and Other Features

Internal Relationships

- VicTrack employees
- Project Delivery Group stakeholders

External Relationships

- Suppliers
- Local Councils
- State Government Departments
- State Government Agencies
- Professional Service Providers (e.g. legal, consultants, etc)