

## Position description

<b>Position title</b>	Group Manager Procurement Office
<b>Position number</b>	200167
<b>Group</b>	Corporate Services
<b>Reports to</b>	Executive General Manager Corporate Services
<b>Location</b>	1010 La Trobe Street Docklands Victoria
<b>Date</b>	April 2024

## Our organisation

VicTrack is the custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

## Our business groups

Our business is made up of three specialist delivery groups – Property, Telecommunications and Project Delivery – supported by Corporate Services, Strategy & Transformation, and the Office of the Chief Executive.

## Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

## Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

## Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

## Purpose of the position

The Group Manager Procurement Office will lead a team of proactive, motivated and customer focused procurement specialists responsible for the delivery of procurement services. The role is responsible for the consistent delivery of procurement services in line with the Victorian Government Purchasing Board (VGPB) policies.

## Individual attributes

### Qualifications

- Degree qualification in business administration or law
- Post graduate qualifications in procurement would be highly desirable

### **Knowledge and experience**

- Extensive knowledge and experience in procurement in a medium to large organisation
- Extensive experience in the application of contract law in the procurement process
- Extensive experience building and implementing a procurement function in line with government requirement

### **Skills**

- Have a strong understanding of procurement management and planning with the ability to develop processes and standards across the business.
- Be commercially savvy with the ability to identify opportunities to reduce costs without comprising quality and service.
- Achieve cost-effective procurement outcomes by establishing strong relationships and negotiating with vendors and partners.
- Strategically partner with stakeholders (internal and external) at all levels to foster strong relationships and apply influencing skills to achieve positive outcomes.
- Implement procurement management policy and demonstrate value so that teams adopt and follow process to continually move in the right direction.
- Be an experienced people leader who has a track record coaching, developing and leading high performing teams.
- Have a strong analytical ability and experience in developing metrics to measure and improve procurement operations.
- Have a continuous improvement mindset with the ability to think strategically alongside senior management but also be comfortable leading staff at all levels.
- Computer literate with excellent systems skills.
- Ensure budgets are being managed and used wisely.
- Maintain supply by partnering with suppliers to advance technology, preparing for unexpected disruptions in supply chain and controlling crises when necessary.
- Organisational awareness: understands issues and pressures to which the organisation has to respond; understands the reasons behind the organisational climate and culture.
- Monitor supply market conditions, develop, and engage preferred suppliers and drive supplier innovation.

### **Relationships**

#### **Reporting relationships**

- The Group Manager Procurement Office reports to the Executive General Manager, Corporate Services.

#### **Internal and external relationships**

- Consult with VicTrack Legal to ensure legal engagement and compliance where necessary.

- Consult with Project Managers to provide accurate time lines for procurement activities/ deliverables and confirm the necessary procurement resources to deliver project to agreed timeframe.
- Manage expectations with internal major stakeholders across all business units.
- Build trusting and valued relationships with the supply base, be that existing or new prospective providers for value, service and continuity.
- Seek and partner with reliable vendors and suppliers.
- Member of the Supporting Aboriginal Self Determination Focus Group.
- Member of the VicTrack Diversity and Inclusion Reference Group.
- Member of the Department of Transport and Planning Public Construction Procurement Committee.

### **Judgement and risk**

- Manage and coordinate major contract negotiations such as partnering, joint ventures and facility access agreements, including having responsibility for all commercial T&Cs within contracts.
- Oversee the implementation and ongoing management of VicTrack purchasing agreements including the management of selected panels.
- Oversee the development and management of complexity and risk assessments against procurement tasks to ensure appropriateness.
- Identify and implement procurement cost saving, risk mitigation and efficiency improvement initiatives across the organisation.
- Establish, manage and maintain a central contract register across all departments.
- Provide professional guidance to the customer service team and the account management team during major tender and bid responses.
- Ensure business practices are undertaken in accordance with the VGPB framework.
- Guide the organisation with the implementation of the State Purchase Contracts across all mandated categories.
- Endorse all strategic procurement plans and proposed contract recommendations.

### **Independence**

- Oversee and coordinate all significant one-off product and service capital purchases.
- Exercise professional judgment to ensure the most cost-effective and appropriate engagements are recommended.
- Provide expert judgement in framing project problems and coupling them with the most appropriate procurement solutions on a case-by-case basis.
- Liaise with internal stakeholders to form strategies around opportunities and risk mitigation.
- Manage and coordinate workload to ensure the team is able to scale and flex with the changing business requirements.
- Be able to scale with business growth.

### Strategic change

- Develop procurement strategies where required across VicTrack.
- Deliver on key change programs and transition activities.
- Measure key change programs for business outcomes.
- Collaboratively work with the senior leadership in the shaping of the Procurement team's strategic vision, planning processes and delivery of priorities.

### Impact

- Manage procurement policy, methodology and governance within VicTrack ensuring compliance with corporate and government procurement guidelines.
- Analyse and develop organisational procurement policies and business strategies and exercise independent judgement, taking account of commercial and risk issues, political implications and the need to provide professionally objective advice.
- Negotiate and deliver on strategic performance objectives and development goals as specified in the individual's performance and development system with the Executive General Manager Corporate Services.

### Breadth

- Provide professional procurement guidance to project managers during project delivery.
- Implement key process changes and continuous improvement initiatives ensuring existing and emerging technologies are optimised.
- Manage and maintain supplier on-boarding process and supplier pre-qualification across all business units.
- Establish, manage and maintain a central contract register across all departments.
- Provide professional guidance to the wider business during major tender and bid responses.
- Secure early procurement involvement in the pre-tender phase ensuring transparency and standardisation to promote greater efficiency.

### Resource management

#### Budget

The role has a Delegation of Authority up to \$250,000 and is responsible for the preparation and monitoring of the Procurement budget (\$1.5 million).

#### Staff

The role has 10 direct reports and is responsible for leading various streams of the procurement function.

### Customer focus

At VicTrack we require staff to practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their business objectives. 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 the *Occupational Health & Safety Act* in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

### Rail safety

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

- 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 unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.