

Position description

Position title	Procurement Business Engagement Manager
Position number	201188
Classification level	F
Group	Corporate Services
Reports to	Group Manager Procurement
Location	1010 La Trobe Street, Docklands
Date	February 2025
Tenure	Permanent full time

Our organisation

VicTrack is 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 two specialist delivery groups – Property and Telecommunications – 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.

Dimensions

Reporting relationships

The Procurement Business Engagement Manager reports directly to the Group Manager Procurement.

The Procurement Business Engagement Manager is a standing member of the Procurement Governance Committee.

The Procurement Administrator reports to the Procurement Business Engagement Manager.

Budget

N/A

Purpose of the position

The Procurement Business Engagement Manager represents the procurement function internally and externally as the primary point of contact for stakeholders, acting as a trusted strategic advisor with the key objective to develop and upskill procurement capability across the organisation. The role requires an agile and enthusiastic leader with strong stakeholder engagement, influencing and coaching skills.

Key accountabilities/functions

- Provide exemplary strategic business partnering services to the organisation, working effectively and collaboratively with multiple internal and external departments providing thought leadership to achieve procurement objectives.
- Lead and execute lifecycle procurements, managing and maintaining all relevant procurement risks, and ensuring adherence to all relevant policies and governance requirements as required.
- Lead complex commercial and contractual negotiations and resolution of supplier disputes, provide expert contractual guidance on matters including contract terms, SLA performance, insurances, intellectual property, indemnities, guarantees and warranties.
- Collaborate, challenge and engage a broad spectrum of senior internal and external stakeholders, providing trusted advice and coaching on strategic procurement matters including those relating to current and future planned major strategic projects.
- Partner with senior internal stakeholders to develop an understanding of anticipated future procurement activities, determining priorities, requirements and challenges and informing VicTrack's Procurement Program of Work, Procurement Pipeline, Procurement Value Tracker and Procurement Activity Plan and supporting delivery of VicTrack's strategic initiatives and Victorian Government initiatives.
- Drive organisational wide procurement compliance and strategic day-to-day procurement success.
- Lead the development and execution of long-term and multi-phased plans to support continued expansion of the decentralised procurement model, increasing the volume of procurement activity that can be business-led, including:
 - creating and implementing efficient sourcing processes involving VicTrack policies, procedures, controls and guidance materials while effectively embedding compliance with VGPB policies and procedures and supporting the delivery of innovative, cost-effective commercial arrangements that achieve value for money outcomes for VicTrack
 - build and maintain cohesive relationships with stakeholders, effectively addressing requirements while influencing and negotiating to achieve positive, compliant and value for money outcomes
 - coach, influence and negotiate with business leaders on best practice procurement, ensuring adherence with all VicTrack's policies and tools and reporting progress to governance forums
 - sponsor procurement functionality training and development programs, as well as procurement training for employees, as required

- champion design and development of procurement systems and technology platforms, overseeing roll out, and support communications strategies regarding changes to processes, technologies or policies.
- Collaborate with the Victorian Government Purchasing Board (VGBP) and other key external stakeholders to leverage best practice outcomes, ensuring State Purchasing Contracts are utilised wherever possible including management of change impacts across the entire organisation.
- Analyse organisational and industry procurement data to identify market trends and opportunities for innovation, cost reduction, and risk mitigation, process improvement, automation and optimisation to drive positive, contemporary, procurement outcomes.
- Advocate informed changes to procurement strategy, program or policy, based on research and evidence, and devise tailored business solutions and initiatives.
- Exercise a Procurement Delegation for sourcing activities certifying that the procurement process undertaken has been in accordance with VGPB policies and procedures and VicTrack Procurement Policy.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies 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.

Individual attributes

Qualifications

- Relevant tertiary qualifications in procurement, supply chain management, commerce or business administration.
- Post graduate qualifications would be highly desirable.

Knowledge and experience

- 10+ years relevant work experience in Procurement/Strategic Sourcing/Supplier Relationship Management or Commercial Management ideally in a managerial or strategic role.
- Extensive knowledge of procurement practices and procedures, including capacity to understand and apply the Victorian Government Purchasing Board guidelines.

Skills

- Recognised expertise in procurement with proven ability to strategically partner with internal and external stakeholders at all levels to foster strong relationships and apply influencing skills to achieve positive outcomes.
- Proven high-level conceptual and analytical skills, evident commercial and business acumen and exception verbal, written and presentation communication capability.
- Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy, tact and discretion and to engage internal and external stakeholders at all levels with respect and confidence.
- Strong analytical ability and experience in developing and presenting metrics to measure and improve procurement outcomes.
- Ability to take a consultative approach to enhancing critical relationships with internal stakeholders, generating mutual value for procurement and the organisation.
- Proven ability in negotiating complex and high-risk contracts, taking a proactive approach to resolving issues.
- Fosters a healthy team culture and inspires and motivates colleagues to achieve high performance.
- MS Office suite proficiency

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- Suppliers
- Customers
- Local councils
- Victorian Government departments
- Victorian Government agencies
- Professional service providers (e.g. legal, consultants, etc)