

Position description

Strategic Procurement Lead

Position title	Strategic Procurement Lead
Position number	201185
Classification level	E
Position type	Permanent
Group	Procurement
Division	Corporate Services
Reports to	Group Manager Procurement
Usual place of work	1010 La Trobe Street, Docklands
Date	May 2025
Conditions	Full time 1.0 FTE

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. As a commercially focused government agency delivering for Victoria, 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.

About the group

Our business is made up of specialist delivery groups – Property and Telecommunications – supported by Corporate Services and the Office of the Chief Executive.

This position is based in **Corporate Services**.

The Corporate Services group provides the daily support needed to run VicTrack's operations. It is responsible for a wide range of specialist functions that enable our business to be accountable, transparent and operate effectively including Finance, IT & Digital, People & Culture and Procurement.

About this position

Reporting relationships

The Strategic Procurement Lead reports directly to the Group Manager Procurement, Corporate Services.

Delegations / Budget

N/A

Purpose of the position

The Strategic Procurement Lead provides expert advice and specialist support across all of VicTrack including to the executive and senior leadership team, leading and executing high-value and complex strategic procurement activities for goods and services and/or construction works and services required by VicTrack and Victoria's integrated transport portfolio.

Key accountabilities/functions

1. **End-to-end procurement project delivery and risk management:** Project manage the end-to-end delivery of the procurement aspects of complex procurement initiatives including major transformation projects for VicTrack and other Victorian Government imperatives, such as the Victorian Government's Housing Statement, the Big Build and the Level Crossing Removal Project, managing and maintaining all relevant procurement risks, and ensuring adherence to all relevant policies and governance requirements.
2. **Strategic procurement, commercial leadership and risk governance:** Responsible for exercising high levels of strategic procurement knowledge, expertise and experience when dealing with VicTrack executive and senior leadership, applying high-level risk management techniques to effectively manage and minimise procurement and contractual risk, while also ensuring the highest standards of ethics and probity are delivered.
3. **Commercial negotiation and value optimisation:** Responsible for providing commercial expertise to lead advanced negotiations with the supply market to ensure appropriate risk mitigation is embedded in contractual instruments and value for money outcomes are achieved for VicTrack.
4. **Procurement documentation and executive reporting:** Prepare relevant procurement and contractual documentation, including briefing notes, procurement plans, approvals, tenders, evaluation plans, evaluation reports, negotiation plans,

award recommendations etc. in a timely and professional manner at a decision-grade and executive ready standard.

5. **Procurement program tracking and systems management:** Support the development and ongoing maintenance of the Procurement Program of Work, Value Tracker and other key systems and reporting mechanisms to ensure they remain up to date.
6. **Procurement strategy and practice leadership:** Manage and lead high quality procurement practices across VicTrack through the development of relevant strategies, processes and documentation.
7. **Procurement compliance and delegation oversight:** 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.
8. **Strategic alignment and commercial transformation:** Interpret and translate organisational strategy into meaningful plans and objectives including contribution to the ongoing evolution of commercial management practices in VicTrack.
9. **Stakeholder engagement and team alignment:** Maintain regular communications with the Procurement Leadership team to ensure team cohesion and a common approach to activities.
10. **Procurement capability and continuous improvement:** Contribute to a high level of professional practice in the procurement team by maintaining a strong knowledge of contemporary procurement strategies, policies and practices; and an awareness of government priorities and initiatives that have implications for the procurement function.
11. **Procurement systems and process innovation:** Support the development and implementation of new procurement tools and systems to streamline operations.
12. **Contract management, negotiation and dispute resolution:** Lead and/or support contract management activities across VicTrack where required including complex commercial and contractual negotiations and the resolution of supplier disputes.
13. **Other duties:** In line with Section 31A of the *Public Administration Act 2004* (Vic) other duties may be assigned consistent with employment classification, skills, and capabilities.

Key selection criteria

1. **Expertise in complex end-to-end procurement delivery:** Recognised expertise in end-to-end procurement with proven ability in leading and executing complex and high-risk procurement activities.
2. **Strategic thinking, commercial acumen and communication excellence:** Proven high-level conceptual and analytical skills, evident commercial and business acumen and exceptional verbal and written communication capability.
3. **Stakeholder influence, relationship management and negotiation:** Highly developed interpersonal and consultative skills with the ability to initiate and maintain relationships with, and influence both internal and external stakeholders at all levels, including contract negotiation capability.

4. **Time management, prioritisation and multi-project delivery:** Excellent time management, prioritisation and organisational skills, with the ability to manage multiple projects concurrently to meet tight deadlines.
5. **Problem solving and continuous improvement:** Ability to identify recurring problems and prevent future recurrence by integrating solutions into work process.

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 your line manager and the Health & Safety team
- safely access the rail corridor.

Individual attributes

Qualifications and experience

1. **Mandatory:** Relevant tertiary qualifications, preferably encompassing procurement, supply chain, commerce or business administration is highly desirable.
2. **Desirable:** 7+ years relevant work experience in procurement, strategic sourcing, supplier relationship management, leading and executing end-to-end strategic procurement activities across a diverse range of spend categories and ideally within Victorian Government sector.

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- All VicTrack customers
- Vendors and/or suppliers

Ordinary hours of work

Ordinary hours of work are Monday to Friday between 6:00am and 6:00pm.

Why work for VicTrack?

Our mission

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

Our vision

Working at VicTrack provides people with the opportunity to contribute to creating thriving places and connected communities for all Victorians. Some of the benefits that we provide our people are listed on our website and can be accessed via: [Careers at VicTrack](#)

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:

1. social and economic inclusion
2. economic prosperity
3. environmental sustainability
4. integration of transport and land use
5. efficiency, coordination and reliability
6. safety, health and wellbeing.