

Role Statement



TITLE OF POSITION: Manager, Procurement Operations

CLASSIFICATION LEVEL: MAS-3

REPORTS TO: General Manager, Procurement & Contracting

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises of: Procurement and Contracting, Capital Initiatives, Customer and Information Services, Finance and Risk, People and Performance, Commercial and Legal, Planning and Transport Policy, and Enterprise Information Management.

Role Overview

This role forms part of the Procurement and Contracting Directorate, which is responsible for delivering the full life cycle of procurement and contract management services to DPTI.

Directorate: Procurement and Contracting
Position Number:
ANZCO Code:
Location: #MAS3 Template #11918510



Government of South Australia
Department of Planning,
Transport and Infrastructure

The Manager, Procurement Operations is responsible for delivering procurement objectives and working closely with other Managers to provide strategic leadership, advice and direction to the Procurement and Contracting Directorate. This role will be responsible for leading the implementation of various procurement and contract management systems, managing the analysis of suppliers and supply markets, and coordinating research to support and implement the vision of the section.

Reporting to the General Manager, Procurement and Operations, the role requires excellent stakeholder management skills and assists in the delivery and formulation of policies and procedures which influence the direction of key corporate issues.

Managing a team of procurement professionals, other areas of responsibility include systems and data analytics, policy and process development, tendering and prequalification, and finance and accreditation assurance.

Key Outcomes of the Role

The Manager, Procurement Operations is required to undertake a wide range of activities which may include all or any of the following:

- a. Advises the General Manager, Procurement and Contracting, and Managers on critical procurement risks, providing options for mitigation strategies and contemporary methods of procurement and contract management operations.
- b. Actively contributes to the Procurement and Contracting leadership team and broader directorate outcomes. Contributes to developing the strategic plan and the success of the directorate
- c. Champions the benefit of, and expertly articulates, procurement operations management to executive level stakeholders and works to deliver benefits and inspires confidence in procurement and contracting
- d. Develops and implements critical procurement operation solutions which drive the Department through strategic benefit realisation plans
- e. Establishes, leads and mentors multiple cross functional teams to achieve agreed outcomes on both time, cost and quality, through developing and monitoring budgets and targeted savings
- f. Formulates policies and practices which influence the direction of key corporate issues and positions the Department to meet future challenges
- g. Drives innovation, process improvement and efficiency to drive best practice and ensuring compliance across the Directorate
- h. Maintains discipline knowledge of procurement processes, policies, legislation, regulations and the Codes of Practice
- i. Monitors and reports on implemented strategies to ensure that the agreed outcomes are met in accordance with the strategy
- j. Leads, implements and manages strategic change management processes within the Department and provides guidance on effective stakeholder management, as required
- k. Manages the analysis of all suppliers and supply markets.

- l. Leads the prequalification and tendering team to ensure efficient and effectiveness of procurement processes
- m. Manages procurement, financial and compliance reporting, including benefit realisation monitoring
- n. Provides regular reporting to the leadership team on performance and regulatory matters, including risks, benefits realisation and savings
- o. Applies leading practice techniques to continuously transform procurement processes and effectively manages change

Special Conditions and Essential Requirements

Qualifications / Licences

Relevant tertiary qualifications and/or extensive experience as a leader in procurement operations or contract management will be well regarded.

Person Capabilities

Key Occupational Specific Capabilities

- Leads, develops and coaches team members to meet their goals, providing constructive feedback and recognising and developing the potential in people
- Applies effective planning, control and evaluation methods. Has demonstrated ability to meet multiple deadlines and achieve quality outcomes for the agency
- Develops and implements the strategic goals for the Section, clarifying priorities, ensuring the effective use of resources and monitoring of outcomes
- Is accountable, drives a culture of ownership and delivers outcomes that provide social and economic benefit
- Effectively manages change, communicating direction, the reasons for change and ensuring the right support mechanisms are in place
- Acts on opportunities to be innovative and improve the way we deliver
- Applies lateral thinking and develops innovative solutions that have long standing, organisation wide impact. Exercises sound commercial acumen when developing solutions and making decisions
- Is an efficient problem solver. Makes evidence based, timely and sound decisions. Acts within delegations and appropriately considers risks and benefits
- Establishes, maintains and leverages strategic networks, internally and externally. Facilitates opportunities to engage and collaborate with other Government Departments
- Applies leading practice operational effectiveness and ensures effective governance is place to deliver effective Procurement and Contracting processes.
- Applies sound financial acumen

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Drives a culture of commitment and accountability in the requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Extensive experience in leading, motivating and influencing staff, driving work objectives for improved performance across strategically aligned multifaceted activities.
- f. Delivers customer focused and strategically aligned services and practices, and engages with stakeholders to successfully negotiate sensitive matters.
- g. Comprehensive knowledge of, and experience in advising on, the issues, risks, trends and directions associated with the unit's programs, paying heed to social, economic and commercial considerations.
- h. Demonstrates ability to work under broad Government and/or Agency directions, act with urgency and successfully lead and implement innovative solutions and change and risk management initiatives across an organisation.

Delegate Approval

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Name

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Signature

Date: / /