



# Strategic Procurement Specialist

## Position Description and Person Specification

### Position Details

<b>Position Title:</b>	Procurement Specialist Full Time 35 hours a week
<b>Reports To:</b>	Manager – Strategic Contracts and Procurement
<b>Direct Reports:</b>	None
<b>Location:</b>	SSROC office, The Locomotive Workshop, South Eveleigh, Redfern
<b>Date of PD Review:</b>	4 June 2024

### SSROC Overview

Southern Sydney Regional Organisation of Councils (SSROC) Inc. is an incorporated association of 12 councils spanning Sydney's southern suburbs, eastern suburbs, CBD, and inner west and covering a third of the Greater Sydney's population, or 1.7m people. SSROC provides a forum through which our member councils can interact, exchange ideas and work collaboratively to solve regional issues and contribute to the future sustainability of the region. Our key functions are:

- Advocacy on behalf of our region to ensure that the major issues are addressed by all levels of government;
- Procurement of goods and services for our member councils where a joint approach to the market will bring tangible and intangible benefits to councils;
- Delivery of joint council projects, where our members choose to collaborate to achieve a common strategic objective.

SSROC has a small number of core staff, supplemented by periodic grant-funded positions and consultants. We espouse the values of our member councils and follow Local Government legislation and regulation as closely as possible. We build on collaboration, innovation, quality, trust and respect.

### Position Overview

The Procurement Specialist will provide expertise in project-based procurement and supplier management of Southern Sydney Regional Organisation of Councils (SSROC).

Broadly the focus of the role will be:

- ✓ Facilitating the end-to-end process of a project-based procurement;
- ✓ Providing procurement services to a very high standard, including process and probity advice to others;
- ✓ Implementing and promoting SSROC's procurement strategies and policies;
- ✓ Ensuring SSROC's internal processes are robust within a governance and probity framework;
- ✓ Achieving socially and environmentally sustainable procurement with value-for-money outcomes;

- ✓ Ensuring high levels of procurement transparency, process integrity, service alignment, and efficiencies are developed and maintained;
- ✓ Providing support and continuous improvement to all SSROC procurement stakeholders;
- ✓ Ensuring a healthy relationship between SSROC, Suppliers and Councils by regularly conducting performance reviews and communications.

## Key Duties

### Strategic Procurement

- Collaborate with various SSROC working groups and SSROC procurement team
- Create and implement procurement strategies to drive change to:
  - improve efficiency and value for money
  - establish the highest levels of accountability, good governance, and probity
  - ensure social and environmental sustainability in procurement decisions across Councils.
- Lead/Facilitate tender and quotation processes as required by SSROC Councils in accordance with the Local Government Act 1993 and associated regulations and SSROC policies and systems.
- Ensure that contracts are working well and as planned for councils and suppliers.

### Internal Stakeholder Engagement

- Support and collaborate with SSROC and member Councils staff
- Build on key stakeholder relationships to support regional procurement objectives.
- Review and advise management on contractual arrangements across SSROC Councils to ensure they promote social and environmental sustainability, deliver value for money and are based on sound governance practices.
- Work with Council representatives on the SSROC Strategic Procurement working group to:
  - foster sound and productive relationships with SSROC and its member councils;
  - when required, represent councils' interests in the selection, conduct and evaluation of joint procurement opportunities to deliver positive social and environmental outcomes and value for money for councils;
  - provide opportunities for council staff to participate in joint procurement arrangements; and
  - promote beneficial joint procurement offerings.
  - actively contribute ideas, progress reports, engage in constructive outcome-focused discussion, and build relationships with the group members.

## Supplier Relationship Management

- Develop supplier relationships to improve procurement outcomes and value.
- Monitor and manage supplier agreements identifying opportunities for savings and improve operating efficiencies:
  - Maintain a cycle of supplier performance reviews with councils and SSROC staff
  - Facilitate collaboration of parties in the contract
  - Create meaningful and accurate records and documentation of reports, performance reviews, issues and outcomes.
- Assist in driving organisational excellence in procurement strategic business relations practices across SSROC.
- Establish, manage and monitor supplier agreements identifying opportunities for savings and improving operational efficiencies.

## General

- Operate in accordance with defined SSROC and member Councils WH&S Policies and systems and general workplace environment requirements.
- Comply with all relevant SSROC policies and procedures.
- Conduct work with professionalism and integrity at all times.

## Key Challenges

- Establishing and maintaining effective relationships with member councils' procurement officers;
- Understanding councils' potentially differing requirements and reconcile these into specifications suitable for procurement;
- Managing multiple simultaneous procurements;
- Maintaining supplier loyalty while also resolving issues and problems arising between councils or SSROC and suppliers.
- Effectively monitoring use of contracts and identifying the drivers of patterns of contract use/under-use.

## Key Relationships

- Report to SSROC Strategic Contracts and Procurement Manager.
- Work with other members of the procurement team as required.
- Actively engage with the Strategic Procurement Working Group and build relationships with its individual members.

## Knowledge, Skills & Experience

- Qualifications in business, procurement, project management, or a related area or relevant experience.
- Demonstrated knowledge and experience in applying high level competitive tendering practices and probity standards as required in the public sector.
- Demonstrated skills in strategic sourcing with experience drafting documents with a keen eye for detail.
- Demonstrated capacity to establish and maintain sound governance processes in a public sector procurement context.

- Demonstrated business analytics and high-level information technology skills.
- Sound knowledge of and capacity to implement EEO, WH&S and principles of sustainability and environmental management.
- Commitment to customer service with a proven capacity to deliver on the needs of customers.
- Demonstrated time management and project management skills including the ability to meet deadlines.
- Ability to draft documents with a keen eye for detail, clarity and accuracy.
- Excellent interpersonal skills to work with all staff to improve processes, including strong oral and written communication skills, an ability to develop and maintain effective relationships, as well as capacity to deal with and resolve conflict.
- Familiarity with the Microsoft Office suite of products.
- Experience in facilitating sustainable procurement practices.
- Experience in change management and Supplier Relationship Management.

### Salary and Benefits

<b>Hours of Work:</b>	Full-time flexible 35 hours per week position from Monday to Friday. Work from Home (WFH) opportunities. The days of WFH will be negotiated with the successful candidate.
<b>Remuneration Package:</b>	<ul style="list-style-type: none"> <li>• Salary \$100,000 to \$110,000 per annum subject to skills and experience</li> <li>• Plus compulsory Superannuation Guarantee</li> </ul>
<b>Employment Term:</b>	Contract position for up to 3 years subject to requirement and performance.
<b>Employment Conditions:</b>	Local Government Award conditions will generally apply. SSROC is professional, innovative and family friendly, offering flexibility in hours of work. <b>The position would suit a person with loads of initiative.</b>

### Approval

<b>Approved by CEO:</b>	Helen Sloan
<b>Date:</b>	17 June 2024