

Position Description

City of Yarra

Manager Contracts and Procurement

The Position

The position of Manager Contracts and Procurement is a key leadership role responsible for the effective oversight of all contracts and procurement across the City of Yarra organisation. The Manager Contracts and Procurement will ensure that the City of Yarra's contracts management and procurement services and systems support the achievement of the organisation's strategic objectives in the most effective, efficient and sustainable way.

The position is within the Corporate and Financial Services Division of the City of Yarra and will lead the Branch in proactively pursuing best practice contracting and procurement management systems across the organisation.

Reporting to the Director Corporate and Financial Services, the Manager Contracts and Procurement has two direct reports being the Administration Officer Contracts and the Purchasing Officer. The position is located at the City of Yarra offices in Richmond, Victoria.

Background

The City of Yarra is a vibrant and dynamic inner city municipality with a rich and varied history. Home to a diverse community of more than 74,000 residents and 8,000 businesses, the City has a large industrial and commercial sector, a unique blend of cultures, demographic features and retail precincts.

With a staff of around 850 (634 EFT), the City of Yarra's mission is to celebrate its history, diversity and culture and, through leadership and services, create a better future. Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base.

A major imperative of the organisation is the introduction of a business culture with an emphasis on responsiveness to community needs, customer service and continuous improvement.

Yarra Values

The Manager Contracts and Procurement will champion behaviour which exhibits the following values which underpin the City's efforts to build a service-based culture based on positive relationships with colleagues and the community. The Manager Contracts and Procurement will conduct courageous conversations where necessary to ensure positive behaviour, and support supervisors to do the same. The incumbent will also build specific actions into Branch, Unit and individual performance plans to support continuous progress towards a positive culture in line with the following values:

- Teamwork
- Integrity
- Respect
- Accountability
- Innovation

For more information please refer to www.yarracity.vic.gov.au

Key Objectives

- Responsible for the effective oversight of all contracts across the organisation.
- Act as an internal auditor for all contracts.
- Provide effective support for individual contract managers in tendering and contract management.
- Lead the Branch in proactively pursuing and introducing best practice contracting and procurement management systems across the organisation.
- Manage Branch role in complying with agreed procedures in relation to contracting and procurement responsibilities.

Key Responsibilities

Public Tendering and Contract Management

1. Prepare and maintain best practice policies and operating procedures for public tendering and contract management of works, goods and services.
2. Ensure effective and contemporary tendering and contract management systems are in place and are being fully utilised.
3. Actively promote and provide training as required to relevant staff in the use of Yarra's tendering and contract management procedures and systems.
4. Ensure that standard shell contract documents used to seek contracts through a public tendering process for works, goods and services at Yarra:
 - are written in a form to achieve the best practice outcomes for Yarra,
 - are enforceable under contract law.
5. Provide best practice advice and support tendering and contracting projects as required.
6. Provide support and assistance to ensure staff prepare best practice specifications.
7. Provide an effective process for staff to selectively seek quotations for works, goods and services at Yarra which minimises purchasing risks.
8. Provide support and direction for supervisors on all aspects of contract management.

Procurement

1. Ensure the design, introduction and use of procurement software achieves organisational objectives.
2. Prepare and maintain best practice policies and operating procedures for the purchasing of works, goods and services.
3. Actively promote and monitor compliance with Yarra's procurement policy, operating procedures and provided strategies.
4. Co-ordinate and manage the use of contracts made available to Yarra by the Local Government Purchasing organisations.
5. Provide staff training for procurement and its approved processes.

Competition Management

1. Provide the framework, training, policies and operating procedures for Competition Policies such as Competitive Neutrality and Trade Practices Act to guide the organisation towards compliance.

Probity and Auditing

1. Audit public tendering, contract management and purchasing processes as required
2. Provide advice and support to ensure appropriate levels of probity are achieved for tendering, quotation and purchasing processes.

General

1. Maintain a "watching brief" across the industry to ensure the delivery of public tendering contract management and purchasing at City of Yarra is always working towards best practice.

Customer Service

1. Manage the provision of Contracts and Procurement Department services with a customer service and industry best practice focus.
2. Ensure staff are aware of customer expectations and encourage customer input both into decision-making, setting of goals and managing service delivery.

Financial Management

1. Develop, monitor, review and manage the Branch budget and contribute to Council's annual budget process.
2. Foster a knowledge of and commitment to Branch budgets and cost consciousness among staff.

General Management

1. Contribute to the development of organisational strategic and business plans for the achievement of financial, quality management and customer service targets.
2. Manage the day-to-day operation of the Branch, and the establishment of work priorities to meet Branch and corporate objectives.
3. Represent Council at official functions, meetings, seminars etc. both during and outside normal working hours, as necessary to effectively carry out the position and to convey a positive public image of Council.
4. Keep up to date with developments, legislation and regulations relevant to the areas of responsibility.
5. Display political acumen and the ability to work in a politically sensitive environment.

Safety and Risk

1. Champion a Safety and Risk Management Culture through participation in relevant training and inductions; regular walk throughs; conscientious attention to safety and risk issues and incidents, and support of early return to work for injured workers.
2. Minimise risk to all and provide a safe work place through building awareness of, and adherence to legislative requirements and Council policies and procedures.
3. Ensure hazards are identified, incidents reported, assessments and investigations undertaken, staff trained, and where practicable, all matters which may impact on the safety of Council employees, community members, or Council assets and equipment resolved without delay.
4. Ensure consultation with staff on OH&S issues as early as practicable, and monitor all Safety and Risk issues raised in team meetings.
5. Ensure Risk Register is reviewed and updated regularly with progress towards best practice risk minimisation.

Sustainability

Champion and support staff to embrace the following Sustaining Yarra principles through the work of the Branch:

- Protecting the Future
- Protecting the Environment
- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

Organisational Relationships

Internal:

- Councillors
- Chief Executive Officer
- Directors
- Managers
- Staff of other Departments.

External:

- The general public
- Relevant officers in Local, State and Federal Government departments and authorities
- Key industry and business groups, consultants, contractors
- Providers of services and materials (potential and actual)
- Neighbouring Councils' contracting and purchasing teams, trade groups.

Experience, Skills and Qualifications

- Proven experience in a position of authority within a purchasing/contracts/competitive environment and with a staff working on tasks of similar variety.
- Experience in public tendering/contract management and purchasing.
- Proven experience in managing, leading, motivating and providing a vision for a diverse group of professional staff.

Key Competencies

- Extensive knowledge of contract administration and management, including contract variations, liquidated damages, delay claims and extensions of time.
- Proven ability in managing a contracts environment.
- Extensive knowledge of the procurement, public tendering and competition processes.
- Extensive negotiation skills, particularly in the areas of dispute avoidance and pre-contract negotiations
- Outstanding people management skills and experience coupled with evidence of strong leadership and motivational abilities in a complex, fast changing, and competitive environment.

- Experience in managing change within an environment of resource constraint.
- Ability to contribute to the strategic direction of the organisation as part of the Corporate Services Divisional Management Team.
- Excellent communication skills both with staff, customers and the public generally.
- Well developed skills in writing and presenting reports, correspondence and policies.
- Ability to prepare financial estimates, monitor expenditure and income budgets and understand finances.
- Ability to establish an environment that creates and fosters cultural change, and an environment that motivates and supports staff towards achieving a high level of performance.
- Knowledge of core services provided by Council and the needs of users in delivery those services.
- Ability to determine objectives, set priorities for staff and personally, and ensure Organisational and Divisional Objectives are achieved.
- Ability to take initiative, pursue opportunities and optimise resources.
- Demonstrated ability to encourage and create consensus, manage or be part of a team, understand and anticipate political needs and create persuasive rationale to achieve organisational objectives.
- Flexibility, adaptability and analytical thinking.

Judgement and Decision Making

- Exercise independent judgement taking account of community needs and expectations, political implications and the need to remain independent and provide professionally objective advice.
- Interpret policies and strategies, and recommend changes and additional policy development.
- Implement corporate programs and business plans.
- Be a creative and innovative problem solver, setting parameters for staff to use their initiative in problem solving.

Specialist Knowledge and Skills

- Extensive knowledge of purchasing, contract administration and public tendering and the principles of contract law.
- Extensive knowledge of the processes and practice of competition in Local Government.
- Extensive knowledge of the processes for preparing and assessing tenders.
- Excellent negotiation skills, particularly in the areas of dispute resolution.
- Capacity to argue persuasively, building arguments based on logic, data and the objective merits of a situation, and influence others in their thinking.
- Ability to interpret and give advice on relevant legislation.
- Understanding of computer applications and developments and their relevance to the department's operations.
- Demonstrated ability to identify key opportunities and develop and implement strategies to gain planned outcomes.
- Demonstrated ability to manage time and meet deadlines.
- Excellent interpersonal skills, including written and verbal communication skills, ability to listen and offer points of view, and ability to negotiate solutions to problems.
- Ability to gain co-operation and trust from others (including fellow staff and the public).

Accountability and Extent of Authority

The position is accountable to the Director for:

- the efficient and effective management of the service area's resources and the achievement of service area goals, within predetermined budgetary, quality and time constraints;
- effective leadership and guidance in the achievement of corporate goals.
- The incumbent is responsible for the delivery of services on a cost effective and competitive basis and is accountable for the financial success of the service area.
- The Manager has authority and freedom to act within established operational and budgetary guidelines and the provisions of relevant Acts, Regulations, Codes and City policies. The incumbent must fully brief the Director on significant issues of operational and strategic importance.

Key Selection Criteria

1. Demonstrated understanding and experience in dealing with the specific areas of responsibility of the position.
2. Highly developed people management, negotiation, leadership and advocacy ability.
3. Highly developed communication and interpersonal skills.
4. Ability to deal effectively and diplomatically with complaints, enquiries and staff matters.
5. Awareness of Occupational Health and Safety, Equal Employment Opportunity and Industrial Relations requirements as they relate to the department.
6. Keenness to implement competitive business practice and a commitment to quality service.
7. Innovativeness and a keenness to embrace new challenges.

Remuneration

A highly attractive remuneration package will be negotiated with the successful candidate.

Application Instructions

To apply, go to www.jofisher.com.au and click on 'APPLY ONLINE' using the Reference number **YARmcp0909**, and address your cover letter and resume to Christine Wu.

Your application should include

1. A brief covering letter clearly quoting **YARmcp0909**.
2. A complete current Resumé; stating responsibilities and achievements against each role you have held.
3. Specific responses to the Key Selection Criteria, providing examples of demonstrated experience and capabilities.

CLOSING DATE FOR APPLICATIONS IS MONDAY 5th OCTOBER 2009