

# Position Description

<b>Title</b>	Senior Manager, Contracts and Procurement
<b>Business Unit</b>	Corporate & Financial Services
<b>Location</b>	130 Lonsdale Street, Melbourne
<b>Employment type</b>	Full Time, Ongoing
<b>Reports to</b>	Head of Finance & Procurement

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Senior Manager Contracts and Procurement is responsible for:

- Developing and operationalising business strategy for procurement
- Overseeing major procurement and contract administration activities
- Ensure Uniting achieves value for money from its contracted services and hold vendors accountable for high quality service delivery, transparent and accurate billing processes.
- Maintaining oversight of government funding contract administration
- Ensuring procurement processes meet or exceed the standard set by VGPB guidelines
- Developing a high performing team that is service oriented

## 2. Scope

### Function responsibility:

- Contract Administration
- Procurement

### Budget:

As per DOA

### People:

- Procurement Specialist, Contracts Administrator

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### Senior Manager, Contracts & Procurement

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#### 3. Relationships

##### Key Relationships

###### Internal

- Head of Finance & Procurement (CFO)
- Executive General Managers and General Managers
- Transactional Services and Financial Accounting teams
- Head of Property Management
- Head of ICT
- Finance Business Partners

###### External

- Contractors, Outsourced service firms, Property Agents, Regulatory Authorities, Funding Bodies, Congregational partners, Service delivery partners
  - Legal advisors
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#### 4. Key responsibility areas

##### Financial Management

- Ensure that all activities and operations within the scope of responsibility are performed in accordance with the allocated budget and policy guidelines
- Manage functional/team expenditure in accordance with agreed plans, timelines and executive expectations
- Achieve objectives for your areas of responsibility by establishing business plans, budgets and results measurements; allocating resources, reviewing progress and adjusting course of action as required.
- Review and recommend procurement and delivery strategies for Uniting (in conjunction with speciality areas as required i.e. Property Services, ICT)

##### Operational Processes

- Ensure a high standard of delivery for contract and procurement services including compliance with relevant policies, guidelines, process and standards
- Lead Uniting's involvement in the Uniting Church National Procurement Hub and optimise the ROI from that initiative
- Guide and influence the effective operation of Project Control Groups (PCG)
- jointly with the Senior Manager Property Services and represent Uniting on external PCG's where required
- Develop and implement a forward procurement planning process for recurring services contracts
- Prepare an annual procurement plan for endorsement by the Audit & Risk Committee in conjunction with the GM Finance & Corporate Services
- Manage tender processes including the establishment of appropriately skilled tender evaluation panels
- Establish and maintain a contracts database for goods, services and funding contracts
- Ensure thorough management and administration of all government funding contracts
- Together with the Senior Manager Property Services ensure effective management of all contracts relating to leased or controlled properties
- Ensure legal review and endorsement is obtained for each contract and contract extension prior to execution in accordance with the Delegations of Authority and protocols agreed with the Company Secretary

##### Client/Consumer Management

- Demonstrate a commitment to incorporating consumer perspectives into service delivery at both an individual and organisation-wide level.

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- Maintain an ongoing understanding of current and future consumer/service stream requirements.
- Be responsive to the changing business needs and resourcing of contract administration and procurement solutions
- Ensure that engagement with external parties enhances Uniting's reputation and growth

#### Quality and risk

- Assess procurement activities for risk and develop plans to mitigate risk
- Participate in quality improvement and risk reduction activities
- Report compliance issues

#### People and teams

- Develop a high performing and service-oriented Contracts and Procurement team that proactively engages with the organisation and is seen to add value as a genuine business partner with a service 'can do' attitude
- Ensure critical functions and tasks are not exposed with single point sensitivities
- Ensure the team is adequately equipped with the tools and capabilities to support delivery against the KRA in this position description
- Ensure Uniting's social procurement policy is adhered to
- Be measured against budgeted and forecast benefits for procurement initiatives

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:  
Based on a relationship with a current member of Uniting's workforce  
Based on my ongoing work with another organisation

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## 5. Performance indicators

- Achieves results, customer management, stakeholder management, people management, teamwork, professionalism – or against any capability framework (if inexistence) with headings in order of importance and insert the results expected and how they will be measured.
  - Demonstrable financial benefits.
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## 6. Person specification

### Qualifications

- Tertiary qualifications or equivalent in business, procurement and contracting, supply chain management, commerce or law.
- World Commerce and Contracting or CIPSA membership will be highly regarded.

### Experience

- At least five years' experience in managing a contracts and procurement team.
- Strong skills and experience navigating a complex organisation, forging relationships and managing through influence rather than direct authority

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Contract Management:** experience in managing a contracts and procurement team in an organisation that required substantial change management and strategy changes. Ideally, substantial exposure to government funding contracts.
- **Business partnering:** Demonstrated capacity to engage proactively with other managers and business leaders, maintain positive working relationships and contribute to the achievement of organisational goals
- **Commercial Acumen:** Demonstrated ability to comprehend and negotiate complex contractual matters and make sound judgements in the use of legal resources. Demonstrated ability to plan and lead complex tenders and support the preparation of large operational and capital budgets. The ability to construct and articulate business cases relating to procurement.
- **Project management:** proven capability to scope, plan, manage and deliver projects.
- **Team:** Team oriented, collaborative approach, with the ability to support and contribute to a high functioning Corporate & Financial Services team
- **Children and young people protection:** ability to provide safe environments for children and young people and protect them from abuse and neglect.

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## 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 8. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: