|  |  |
| --- | --- |
| **Position Title:** Procurement Lead  | **Entity**: Indigo Australasia Inc (Indigo) |
| **Reports to:** General Manager Corporate Services | **No of Direct Reports:** 0 |
| **Industrial Instrument / Job Level:** Common Law Contract - Tier 4B Specialist  | **Primary Location:** Nedlands / East Perth |
| **Position Requirements** |
| Primary PurposeThe Procurement Lead is responsible for the development, management and continual improvement of procurement services and contract management for iLA and Indigo. Key responsibilities include the delivery of high-quality and outcomes-focused procurement, supplier relationship management and contract management that supports strategic goals, financial targets, probity requirements and compliance obligations. This role will work closely with our Business Development and Sales Team as well as partnering with our operational areas to deliver best practice procurement at all stages of the contract life cycle with suppliers.  |
| Key Accountabilities/Responsibilities**Functional – Procurement & Contract Management*** Manage the strategic direction, coordination and evaluation of procurement, supplier relationship management and contract management of suppliers for Indigo and iLA.
* Manage and monitor suppliers to ensure optimal performance and compliance with agreed objectives, contractual agreements and service level commitments.
* Delivery of procurement plans and projects using sourcing strategies that achieve financial savings and other value adding benefits such as robust supplier relationships, brand awareness, new business opportunities and strategic partnerships.
* Onboarding of new Goods, Equipment and Assistive Technology (GEAT) supply partners and support listing of LiveUp products.
* Provide high quality and compliant advice and support in contract review, negotiation and execution.
* Work with the Business Development team to identify new markets and support the procurement, contracting and management of vendors within those markets.
* Market-wide support to suppliers relating to AT availability and impartiality across Australia with a holistic mindset to support equitable AT for all.
* Develop, manage and review supplier arrangements to ensure cost-effective supply and delivery of goods and services over time.
* Lead and support internal stakeholders to ensure sound understanding of obligations in relation to engaging and managing external stakeholders.
* Develop and sustain strong relationships with supply partners and other strategic stakeholders to improve the business and drive innovation in the supply of goods and services.
* Identify and maintain a high level of awareness for key stakeholders, market trends, procurement strategies, innovation and best practice.
* Work in partnership with iLA and Indigo to identify data and reporting requirements and analyse data for compliance and predictive opportunities.
* Accurately report, interpret and analyse expenditure data and identify opportunities for improvement with a broader marketplace focus.
* Ensure compliance with delegation of authority.
* Other duties as required.

**Strategic - Procurement, Business Planning, Leadership*** Support Indigo and iLA to grow and diversify income streams through a dedicated strategic focus on supplier relationships and procurement.
* Development of a Strategic Procurement Plan including effective delegation, prioritisation, and monitoring of the related projects.
* Identify areas for improvement and implement to continually drive performance, business results and organisational sustainability.
* Contribute to, and demonstrate by example, the vision, mission and values.

**People & Culture*** Participate actively, and work closely and constructively with Executive, Peers and the Leadership Team to deliver integrated business outcomes.
* Demonstrate collaborative leadership across the organisation to contribute to ensuring ‘one organisation’ where multifunctional team performance is optimised.
* Provide team leadership, mentoring and support for employees to enable them to achieve their individual and organisational objectives.
* Ensure relevant strategic and business imperatives are reflected in plans for direct reports, with performance monitored and managed accordingly, and appropriate training and development opportunities provided.
* Encourages others to seek opportunities for different and innovative approaches.
* Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.

**Budgeting & Administration*** Develop and maintain high level procurement policies, procedures and processes including risk management and mitigation around procurement.
* Develop, manage and report on functions and KPIs of responsibility.
* Participate in annual business planning and budgeting.
* Ensure delivery of services and support within agreed budgets.
* Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures and associated processes are maintained and accessible in appropriate formats and designated locations.

**Health Safety Wellbeing & Environment*** Demonstrate leadership in, role model and comply with all health, safety and hygiene policies, systems, and OH&S legislation to maintain an appropriate working environment.
* Ensure all incidents, accidents, injuries, hazards or property damage are reported and managed. Identify and implement safety improvements working collaboratively with the Work Health and Safety program.
* Contribute to developing and nurturing a culture that supports wellbeing.
 |
| **Key Performance Indicators & Measures***Indicators of effective performance in the position. KPI’s are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time.*  |
| Key RelationshipsKey positions or groups with whom the individual will interact to perform the work of the position. |
| Internal* Executive & Leadership team
* Finance Team
* Operational Teams
* All other teams in the organisation
 | External* Supply partners and vendors
* Sector peers/competitors and peak bodies
* Government representatives and departments
* Consultants/advisors and enterprises
 |
| Key Competencies/Behaviours  |
| Behavioural competencies or ‘behaviours’ are effectively attributes we display as we carry out our work, and ‘how’. Below identifies **KEY** competencies **(6-12 key to the role)** integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Leadership & Operational Behaviours.

|  |  |  |
| --- | --- | --- |
| [Strategic Behaviours](https://ilcwa.sharepoint.com/%3Aw%3A/r/_layouts/15/Doc.aspx?sourcedoc=%7B642B8A43-373C-4FFC-A821-3C6462494574%7D&file=KEY%20BEHAVIOURS%20INFORMATION%20SHEET-%20Strategic%20Behaviours.docx&action=default&mobileredirect=true) | [**Leadership Behaviours**](https://ilcwa.sharepoint.com/%3Aw%3A/r/_layouts/15/Doc.aspx?sourcedoc=%7BA32DFE0E-C9FB-4BF8-9F20-EC22E08674B9%7D&file=KEY%20BEHAVIOURS%20INFORMATION%20SHEET-%20Leadership%20Behaviours.docx&action=default&mobileredirect=true) | [**Operational Behaviours**](https://ilcwa.sharepoint.com/%3Aw%3A/r/_layouts/15/Doc.aspx?sourcedoc=%7B39FE4F0D-D4D3-4046-9B89-150E9009665F%7D&file=KEY%20BEHAVIOURS%20INOFRMATION%20SHEET-%20Organisational%20Behaviours.docx&action=default&mobileredirect=true) |
| [ ] Aligning Performance for Success[x] **Analytical Thinking** [ ] Critical Thinking[x] **Building Strategic Working Relationships**[ ] Change Management**☒Innovation & Creativity**[ ] [ ] Leading through Vision & Values[ ] Strategic Decision Making | [ ] Adaptability/ Agile Approach[x] **Building Customer Loyalty**[x] **Building Partnerships**[ ] Leading the Team – people centric[x] **Coaching/developing others**[ ] Delegating Responsibility[x] **Decision Making**[x] **Information Monitoring**[x] **Influencing /Negotiation**[ ] Managing Conflict[x] **Project Management**[ ] Digital capability[x] **Business Acumen**[x] **Growth mindset**[x] **Stakeholder engagement**[ ] Stress Tolerance/Resilience | [ ] Applied Continuous Learning[ ] Marketing & Comms [ ] Build Trust[x] **Communication**[ ] Client Liaison[x] **Demonstrates Initiative**[ ] Energy[ ] Formal Presentation [x] **Gaining Commitment** [x] **Legislative & Industry Standards**[x] **Organisation & Self-Management**[x] **Quality & Work Standards (including clinical and/or technical)**[x] **Results Focused**[ ] Safety & Environmental Excellence[x] **Teamwork**[ ] Tenacity |

 |
| General Assessed |
| Impact | Technical / Professional Knowledge | Job Fit | Organisational Fit |
| **Work Related Requirements** |
| Knowledge & Skills (Social, Personal & Technical) & Equipment*The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position** Proven ability to understand and apply effective procurement and supplier relationship management principles and practices.
* Experience in the developing and negotiating of contracts.
* Sound understanding and knowledge of the RFx process and evaluation, contract management and administration.
* Demonstrated commercial acumen.
* Capability to build and foster strong business relationships and to effectively negotiate and influence key stakeholders both internally and externally.
* Proven ability to solve problems through effective analysis and strategizing.
* Ability to plan, organise and prioritise tasks to ensure work is completed efficiently and effectively.
* Sound understanding of customer relationship management and demonstrated commitment to service excellence and continuous improvement.
* Implement change management activities to achieve successful outcomes.
* Understanding of risk management principles and cost/benefit analysis.
* Financial and numerical skills, excellent analytical and problem-solving skills.
* Knowledge of relevant legislative and regulatory operating requirements.
* Sound ICT skills using Microsoft suite and procurement software.
* Data analysis experience and ability to develop fit for purpose metrics to measure success.
 |
| Work Experience*The type and extent of previous work experience that is necessary to perform in the position** Role/s in similar position and/or industry, with exposure to most functional areas encompassed by this role including procurement, supplier relationship management and contract management (essential).
* People Management experience (desirable).
 |
| Clearances, Licences or Registrations |
| NDIS Worker Screening Check [x]  | WWC[ ]  | Covid-19 Vaccinations [x]  | AHPRA[ ]  | NCCHC[ ]  | Drivers License[x]  | Other (specify)NDIS Check[x]  |
| QualificationsDegree qualification in relevant discipline (or) significant relevant industry and positional experienceMCIPS (Membership of the Chartered Institute of Procurement and Supply) is desirable but not essential. |
| Extent of AuthorityAuthority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader. |
| Prepared & Approved By: Sarah Volaric /Lisa KarabinDate Reviewed/Modified: 24/08/2022 Bernadette Mitchell-Armstrong/ Nick Wood\*All PDs should be sent to P&C for approval and uploading to SharePoint |
| Related Documents: PD Work Instructions, Behaviours Guide |
| **HR Use Only****Risk Assessed Role (NDIS Worker Screening Check) Yes, NDIS risk assessed role** A) Key personnel role of a person or entityDate the role was assessed: 1/02/2022 Assessed By: Lisa Karabin, People & Culture Manager  |