# Position Details

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | Procurement Manager |
| Job Reference: | 60876 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Executive Manager, Procurement |
| Number of Direct Reports: | Up to 3 staff |
| Name and Contact Details For Applicant Enquiries: | Nicky Sultanavia email: Nicky.Sultana@csiro.au or phone: +61 02 6276 6020 |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

## Role Overview:

This position is located in Canberra and is part of the Strategic Procurement section within the Finance business unit. Key interactions will be with internal CSIRO business units, Commonwealth agencies and External Suppliers.

This role will be responsible for the management of a small team and for taking the lead in providing support and collaborating with various CSIRO business lines in relation to major complex procurements and business opportunities offered by CSIRO. The role requires strong technical, stakeholder management, organisational and team management skills.

Your ability to lead stakeholders through commercial/risk based models to develop efficient and effective procurement and contracting strategies compliant with the Commonwealth Procurement Rules (CPRs) is what will ensure your success in this role.

## Duties and Key Result Areas:

Strategy, Tendering and Direct Negotiations

* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Establish, lead and develop complex procurements from commencement to fruition which are compliant with the CPRs.
* Influence commercial negotiations with suppliers and manage issues to successful agreement.
* Develop complex sourcing strategies towards achieving CSIRO and collaboration partner's strategic objectives.
* Continually review and where required revise current procurement standards and procedures to ensure they are efficient and effective.
* Provide procurement advice on category and commodity market research and future demand analysis focusing on CSIRO research and major change program needs.
* Manage procurement pipelines to provide capacity to meet periods of high workload demand.
* Provide considered advice to CSIRO staff on how best to undertake and manage procurement activities.
* Focus on continuous improvement and manage approved change initiatives.
* Understanding of CSIRO's position as a corporate Commonwealth Entity in managing procurement, contract negotiation and contract management.

Contract Management

* Prepare contracts for the engagement of suppliers.
* Identify and manage change requests and contract variations through well-defined governance frameworks that are constant with the Australian National Audit Office (ANAO) Better Practice Guide on Contract management.
* Ensure compliance with CSIRO Procurement Procedures, Standards and the CPRs.
* Assist CSIRO business units to set and monitor compliance with contract terms and conditions, deliverables and reporting requirements.
* Assist in the management of commercial risks, not identified in contract implementation, to ensure they do not adversely impact CSIRO or our collaboration partners.

Relationship Management:

* Delivering CPR compliant Procurement Strategies within complex multi-tiered stakeholder groups.
* Provide business areas and the organisation with effective solutions that provide value for money outcomes.
* Support CSIRO and our collaboration partner team members in all aspects of procurement activities.
* Promote a collaborative partnership approach between internal stakeholders and vendors.
* Assist in the resolution management of contractual issues and disputes in a timely manner to minimise the impact on the business.
* Ability to work with CSIRO Legal Services to develop effective commercial agreements.

Staff Management

* Contribute effectively to the functioning and achievements of the Strategic Procurement Section.
* Build an efficient and effective team, who have clearly defined roles and responsibilities and contribute to the success of the Strategic Procurement Section objectives.
* Mentor staff and provide clear direction.
* Daily management of team members.

Other:

* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, representing CSIRO at external and internal forums.
* Lead or assist with the development and training of staff outside the immediate work group in areas related to a specific technical expertise, as required, choosing appropriate management strategies and communication styles.
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and shares team resources in order to do this. Collaborates with other teams across CSIRO as well as industry colleagues.
2. **Influence and Communication:** Uses knowledge and skills to effectively communicate with the intended audience. Confidently presents messages in a clear, concise and articulate manner focusing on the key points. Prepares procurement documentation for the appropriate audience, tailoring communication style accordingly. Anticipates and prepares for others reactions when presenting key messages.
3. **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating solutions.
5. **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
6. **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Pre-Requisites:

**Education/Qualifications:** Relevant qualifications in procurement and/or experience in federal government procurement.

**Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.

**Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities.

## Essential Criteria:

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Demonstrated experience in the provision of quality technical advice on Procurement and Contracting Strategies which comply with the Commonwealth Procurement Rules.
2. Demonstrated experience with managing, undertaking and delivering complex/high value, technical and capital works/ property related procurements.
3. Well-developed understanding of CSIRO’s position as a Commonwealth Entity in managing procurement, contract negotiation and contract management.
4. Demonstrated capability in establishing and maintaining productive working relationships with a variety of stakeholders including Commonwealth departments, Universities and private organisations.
5. The ability to lead a team as well as work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff.
6. Demonstrated ability and willingness to generate improved solutions to complex problems and resolve issues using creativity, reasoning and past experience.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

## CSIRO Finance

## CSIRO Finance provides customer focused information and strategic insight to support and enable CSIRO’s financial sustainability through the effective use of resources. We support the organisation so it may assert and demonstrate its ability to be financially responsible, accountable and produce value to the nation through sound and transparent financial processes, procedures, and decision making. In partnership with the business we provide insight, advice and support to CSIRO and its customers to maximise the impact and sustainability of science and innovation.

## Strategic Procurement

Strategic Procurement actively assists CSIRO staff in the planning, sourcing and management of goods and services to ensure compliance with CSIRO Procedures and Standards and the Commonwealth Procurement Rules; whilst achieving value for money outcomes for the organisation.