

Position description

Greater together 

Position title:	Commercial Procurement and Contract Management Lead
Institute/School/Centre/ Directorate/VCO:	Finance
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 9 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Prakash Subramanian, Deputy Chief Financial Officer Phone: (03) 4313 7921 Email: p.subramanian@federation.edu.au
Recruitment number:	JR100966

Position summary

The Commercial Procurement and Contract Management Lead is responsible for ensuring that contracts, agreements and tenders relating to the procurement of goods and services are carried out effectively, as well as ensuring that procurement activity in devolved business units is compliant and ensuring that risk is managed appropriately through the alignment of University policies.

The successful incumbent will be pro-active in identifying and implementing continuous improvement opportunities to drive value for money. In addition, it will be necessary to keep abreast of relevant developments and ensure that training material is available and continuous refresher courses are delivered to all key stakeholders.

The Commercial Procurement and Contract Management Lead will also provide technical and practical expertise and strategic support to panels of suppliers ensuring compliance with University policies and procurement and probity guidelines.

Portfolio

The Finance Team is an integral part of the business strategy and decision-making process, focusing efforts in delivering strategic and operational support to the University's programs and services.

The team has a diverse range of functions which support the core academic delivery. It is important that the right skills and behaviours within the Finance Portfolio are innate to drive success.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Lead the strategic approach to procurement for the University through the pro-active management, development, and monitoring of procurement strategies and contract governance processes. Provide expert advice across procurement activities. Where required, address and action audit requirements.
2. Manage compliance with procurement and contract governance policies, procedures, and processes. Lead the development of these frameworks and influence purchasing practices across multiple campuses by delivering targeted education and training to internal and external stakeholders.
3. Responsible for the overall management, optimisation, and effective use of procurement systems, ensuring compliance, data integrity, supplier onboarding, staff training, accurate reporting, and continuous system improvements.
4. Review and ensure the effectiveness and efficiency of tender management processes, in accordance with the complex Victorian Standing Directions governing major construction procurement. Apply these processes to manage risk and maintain compliance.
5. Provide strategic advice and support on procurement consultancy and contract management, delivering expert advisory services to Portfolios and Institutes across the University.
6. Research and analyse market research to determine industry conditions, trends, opportunities, and competition with recommendations for improving University procurement and contract management processes.
7. Develop and deliver procurement/contract management education and leadership both internally and externally.
8. Review and enhance processes to ensure supplier panel compliance and that competitive processes have been conducted in accordance with University policies and procurement and probity guidelines.
9. Lead effective contract management, including the review and negotiation of major University supply contracts. Ensure supplier performance aligns with agreed Key Performance Indicators (KPIs) and develop corrective actions or termination strategies where necessary.
10. Conceptualise and drive continuous improvement of procurement and contract management governance frameworks and processes.
11. Analyse and provide recommendations using statistical data, track and report on key functional metrics to senior management, outlining procurement performance and methods to improve performance.
12. Maintain and continuously improve the University Procurement Framework, ensuring an easy-to-use reference site.

13. Maintain an effective process to ensure conflicts of interest are adequately recorded and managed during all tendering activity.
14. Ensure a documented procurement strategy exists for major sourcing, specifically ensuring that there is a planned strategic approach to purchasing events throughout the year, to enable adequate planning and to take advantage of potential synergies.
15. Effectively manage staff employed in contract and tendering.
16. Maintain University wide contract management framework to ensure contracts are re-negotiated and that suitable contract review periods are carried out.
17. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
18. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Commercial Procurement and Contract Management Lead receives broad direction with a considerable degree of autonomy and reports to the Deputy CFO. The position works as part of the wider Finance team and has close linkages and working relationships with the Financial Services Team, Head, Financial Operations, the Universities legal team as well as across all parts of the University.

The position will include staff management, but the University operates devolved purchasing units, so will be significantly involved in influencing and ensuring compliance across these areas, particularly having a 'dotted line' reporting relationship to Property & Infrastructure and ITS procurement and contract management activity.

The Commercial Procurement and Contract Management Lead will proactively work across all institutes and corporate portfolios to improve purchasing processes, tendering and management of contracts to drive down costs and improve financial reporting across the University. Value for money decision-making is an important requirement of this position.

The Commercial Procurement and Contract Management Lead will be required to interpret various complex contractual and statutory obligations and be expected to develop a comprehensive knowledge and application of relevant University policies and procedures, including recommendations to streamline and improve procedures and processes.

Position and organisational relationships

The Commercial Procurement and Contract Management Lead reports to the Deputy CFO within the Finance Portfolio. The Commercial Procurement and Contract Management Lead is required to influence a wide range of stakeholders both internal and external to the University.

The Finance Portfolio plays a primary role in the strategic management of financial resources across the University. The purpose of the Finance Portfolio is to provide leadership in finance and business planning and service, and partner with Institutes and Portfolios to provide them with valued services that deliver sound financial management, efficient processes, and professional relationships that support the University's objectives.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - Postgraduate qualifications in a finance/procurement discipline and extensive relevant experience; or
 - a similar combination of extensive relevant experience and/or education/training.
2. A Chartered Institute of Purchasing and Supply qualification is desirable.

Experience, knowledge and attributes

3. Demonstrated extensive experience in providing specialist procurement advice within a complex organisational environment, with a demonstrated ability to enhance compliance and develop best practice procurement methodologies.
4. Extensive experience in contract management and governance, including conducting contract reviews, managing renewals, and monitoring performance to ensure compliance and value delivery.
5. Awareness of the Victorian Standing Directions of the Minister for Finance and how these complexities will influence the organisation's procurement activity in relation to major building contracts and procurement for goods and services across the University.
6. Demonstrated ability to influence and persuade internal and external stakeholders, implement procurement practices (e.g. Sustainability, Modern Slavery, Catalogue Management) and ensure contract management compliance across a diverse range of stakeholders.
7. Demonstrated experience in managing Conflict of Interest and Probity processes to a high standard within the organisation.
8. Demonstrated proactive procurement and contract management skills, with a strong track record in leading comprehensive procurement planning and developing strategic approaches to market. Proven success in delivering cost reductions through effective sourcing strategies.
9. Demonstrated experience in developing KPIs within contracts, with a strong understanding of the importance of regular performance reviews.
10. Demonstrated ability to identify, gather, and analyse complex data to inform decision-making and drive continuous improvement in contract management and procurement.
11. Demonstrated ability to lead, manage, and support staff (both direct and indirectly) in achieving organisational procurement and contract management objectives.
12. Demonstrated proficiency in Microsoft Office tools, particularly Excel and PowerPoint, with experience in using these applications to develop business plans, create training materials, and produce articulate business reports for senior stakeholders, including Board and Executive-level audiences.
13. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.