

# Position Description



## Role Details

<b>Title</b>	Procurement Manager
<b>Reporting to</b>	Group Facilities and Asset Manager
<b>Direct Reports</b>	Nil
<b>Location</b>	Head Office - 250 Newnham Road, Mount Gravatt QLD 4122

## Role Purpose

Supporting the efficient operation of the client businesses through: 1) the implementation of service contracts, 2) preparation of contracts for capital works, and 3) the purchase of plant & equipment, and furniture & fittings.

## Responsibility Areas

<b>Purchasing</b>	<ul style="list-style-type: none"><li>• Management oversight and involvement as necessary in the purchasing function.</li><li>• Ensure purchasing systems are efficient and achieve cost effective outcomes.</li></ul>
<b>Contracts</b>	<ul style="list-style-type: none"><li>• Develop and maintain policies and procedures that govern TriCare’s contracts and agreements.</li><li>• Manage the contracts due for tender in accordance with relevant policies and procedures, in consultation with relevant divisions/managers.</li><li>• Tender to market contracts and supply agreements.</li><li>• Involvement in the maintenance of all contract details, suppliers, and service providers on the contracts database.</li><li>• Ensure all relevant Police Checks, insurance and registration details for all contracted suppliers are maintained to meet compliance.</li><li>• Oversee the management of complaints, in respect to contracted suppliers, from sites including addressing the complaint with the relevant supplier.</li></ul>

<b>Health &amp; Safety Requirements</b>	<ul style="list-style-type: none"><li>• Ensure all health and safety requirements are identified, evaluated, and incorporated into contracts, supply agreement and labour hire.</li><li>• In conjunction with relevant managers, ensure that contractors' health and safety performances are monitored and reviewed to ensure continued adherence to relevant policies.</li><li>• In conjunction with relevant managers, ensure that procedures are established and implemented for verifying that purchased goods conform to health and safety requirements.</li><li>• Ensure procedures are established and implemented that ensure materials and substances are disposed of in a manner that minimises risk of personal injury and illness.</li></ul>
<b>Contracts for Capital Works</b>	<ul style="list-style-type: none"><li>• Draft contracts for capital and maintenance works where external parties will be engaged to complete the works. This includes preparation of contracts, scope of works and ancillary documentation.</li></ul>
<b>Reporting / General</b>	<ul style="list-style-type: none"><li>• Maintain a database of all contracts and supply agreements and prepare bi-annual reports for managers and directors.</li><li>• Provide contract and supply agreement performance reports to the Board as required.</li><li>• Provide purchasing reports to the Board as required.</li><li>• Oversee large, contracted suppliers' invoicing, apply credits, and rectify any errors in processing the account.</li><li>• Assist the Board by managing and/or assisting with projects as required.</li></ul>

## Position Description



### Skills and Knowledge

---

- High level written and verbal communication skill with people at all levels of the organisation.
- Strong critical analysis, problem solving, planning and decision-making.
- Advanced negotiation skills with demonstrable commercial acumen.
- Ability to identify safe, practical, and cost-efficient equipment.
- Intermediate computer skills, particularly with MS Word and Excel.
- Proven administration ability with strong attention to detail.
- Quality management philosophy.

### Qualifications and Experience

---

- Previous experience of at least 5 years in purchasing and contract management/negotiation role.
- Previous service-based industry experience is preferred.

### Personal Attributes | Other

---

- A strong customer service ethos.
- Effective time management skills with the ability to prioritise, work under pressure, manage projects and meet multiple deadlines.
- Decisive and analytical.
- Ability to work effectively and cooperatively in a team environment.
- Achieve set goals with minimal supervision.
- Self-motivation and initiative with a proactive positive approach to work.
- Ability to be creative and innovative at problem solving.
- Understand the need for confidentiality.
- Welcomes and encourages innovation and continuous improvement.
- Act and behaves honestly, with integrity and authenticity.

### Work Health and Safety

---

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation.
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.