

# POSITION STATEMENT

<b>Title:</b>	Manager, Procurement	<b>Position no:</b>	8024
<b>Level:</b>	IBA Level 7 (\$146,074 - \$171,151)	<b>Last updated:</b>	October 2023
<b>Location:</b>	Canberra, Melbourne, Sydney, Perth or Brisbane,	<b>Term:</b>	Ongoing
<b>Program:</b>	Finance		
<b>Section:</b>	Risk & Assurance		
<b>Context:</b> <p>Indigenous Business Australia, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.</p> <p>We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.</p> <p>Our staff are invested, informed, responsive, respectful and connected.</p>			
<b>Role:</b> <p>The Manager Procurement provide procurement and contract management support to IBA staff. A key accountability for the role will be ensuring that IBA meets its obligations under the Public Governance, Performance and Accountability Act 2013, including that appropriate processes and systems are in place, which satisfy the high standards of corporate governance expected by the Australian Government.</p> <p>The role will also be responsible for ensuring that best practice procurement and contract management standards are implemented, and for driving continuous improvement, including staff training and awareness.</p>			
<b>Duties:</b> <p>The Manager Procurement will require strong analytical skills, an ability to manage and deliver on multipletasks and have strong engagement and influencing skills.</p> <p>Duties include (but not limited to):</p> <ul style="list-style-type: none"><li>• Providing day to day oversight and advice to staff in relation to IBA's procurement procedure in order to maintain a high level of staff understanding and compliance in procurement activities.</li><li>• Developing sourcing strategies including strategic, end-to-end technology sourcing programs and commercial strategies to support IBA procurement outcomes.</li><li>• Running/supporting large tender processes.</li><li>• Negotiation planning and execution.</li><li>• Supplier Performance Management/Contract Management.</li></ul>			

- Driving commercial and value-adds during negotiations of contracts with service providers.
- Cultivating and maintaining strong relationships with service providers.
- Ensuring that the management of our service providers aligns with the Supplier Governance Framework and the Supplier Code of Conduct.
- Driving ongoing process improvement to deliver increasing efficiency in service provider related processes.
- Analysing and reporting on cost savings resulting from strategic service provider initiatives.
- Regular review of all procurement related documentation, including policies, procedures, templates and checklists, to ensure relevance, compliance and best practice is maintained.
- Developing and implementing regular procurement training initiatives, ensuring all staff involved in procurement activities clearly understand and comply with relevant policies and procedures.
- Staying abreast of developments broadly in the procurement space, with a particular focus on the Commonwealth and Indigenous sector environment.
- Performing the role of probity officer in relation to significant procurement activities undertaken at IBA.
- Other duties as required.

## **Required capabilities**

These are essential unless otherwise indicated.

## **Professional Background**

- At least 8 years + experience working in a consulting environment focusing on technology procurement, commercial negotiation and end to end sourcing.
- Knowledge of contract management processes and contract law
- Diploma of Procurement and Contracting (PSP50616)
- Certificate IV in Procurement and Contracting (PSP40616)
- Undergraduate degree, preferably within Business Management / Commerce, Information Technology, Computer / Data Science, Engineering, Finance or Law.
- A deep understanding of technologies and commercial reform.
- Strong delivery focused background
- Experience working in end-to-end IT strategic sourcing, technology procurement, and/or commercial negotiation and management.
- Strong experience in at least one IT domain
- Experience in a federal government department

## **Skills**

- Advanced Excel, Word and Power Point skills.
- Attention to detail and time management.
- Superior communication skills.
- Ability to present recommendations to senior stakeholders
- Ability to develop and maintain strong working relationship and facilitate meetings and workshops at all levels
- A positive 'can do' attitude.
- Understanding of the Indigenous Business sector and the importance of the Indigenous Procurement Policy (IPP).

**Reference documentation:** [www.iba.gov.au](http://www.iba.gov.au)

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications – Annual Reports

**Further enquiries:** [ibarecruitment@iba.gov.au](mailto:ibarecruitment@iba.gov.au)

**Applications:** email to: [ibarecruitment@iba.gov.au](mailto:ibarecruitment@iba.gov.au) or  
mail to: PO Box 650, Fyshwick ACT 2609

- Application Coversheet
- Resume
- Maximum 800 words addressing the required capabilities

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

**Closing date:** 9 November 2023