

CONTRACTS AND PROCUREMENT MANAGER

POSITION DETAILS:

Position Title:	Contracts and Procurement Manager	Reports To:	Chief Financial Officer
Department/Division:	Corporate Services	Direct Reports:	Nil

POSITION SUMMARY

The Contract and Procurement Manager is responsible for commercial contract management and tender process administration, preparation of contracts, identifying and evaluating risks at a contractual level, monitoring and reporting on contract performance against KPI's, maintain positive relationships with suppliers/contractors and maintain a knowledge of contract law.

KEY RESPONSIBILITIES

- Manage all aspects of the procurement and supply function of Southern Cross Care (SCC).
- Develop, manage, and execute strategic procurement plans to deliver procurement initiatives in line with the strategic direction of SCC
- Manage risk by identifying and evaluating potential problems and take actions to reduce Southern Cross Care's exposure by developing appropriate risk mitigation strategies.
- Review, maintain and enforce procurement policies to ensure appropriate business controls, mitigate risks and manage supplier performance to support organisational objectives.
- Manage all tender processes ensuring compliance with SCC requirements.
- Undertakes critical negotiation processes with suppliers/contractors and across SCC to effectively manage tender processes and contracts.
- Act as SME (Subject Matter Expert) to Senior Management regarding key category spend, strategic planning, Procure to Pay software as well as procurement policies and procedures
- Administer contracts to ensure accuracy of pricing, scope variations and updates to terms and conditions. Monitors and reports on milestones and outcomes and initiate necessary action(s) to ensure satisfactory performance inclusive of contract payment terms and adherence to key performance indicators, scope and contractual obligations.
- Ensure SCC's obligations to its contractors/suppliers are met.
- Ensure timely review and resolution of all contract performance and service delivery issues.
- Maintain the contracts and preferred supplier register.
- Maintain contractual records and documentation, such as contract correspondence to meet SCC's Risk and Governance requirements and related WH&S and Food Safety obligations.
- Maintains positive relationships with suppliers/contractors and stakeholders

The incumbent can expect to be allocated duties, not specifically mentioned in the position description, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

KEY PERFORMANCE INDICATORS

- Contract Register is up to date with contracts renewal strategy in place
- Achievement of contract KPIs
- Procurement ROI and benefits
- Spend under management
- Compliance rate
- Disputes are resolved within reasonable timeframes
- Products/services delivered within pre-defined service targets
- Emergency purchases are minimised
- Reports provided on time

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SELECTION CRITERIA

Essential:

- Formal qualification relevant to the role.
- Demonstrated experience in a similar role and a sound understanding of commercial contracts.
- Good working knowledge of contract conditions.
- Effective people management skills with the ability to influence.
- Excellent verbal and written communication skills, with both suppliers/contractors and internal stakeholders.
- Ability to work independently.
- Demonstrated computer literacy and willingness to learn new systems.
- Strong business and self-management skills.
- The capacity to think strategically and implement organizational improvements.
- Good problem-solving skills and analytical thinking.
- Evidence of current C class drivers license and willingness to travel for work purposes, including driving long distances between services.

Personal Attributes:

- High ethical standards, is trustworthy and confidential.
- Works well individually and as a team member.
- Has consideration and respect for others and their views.
- Adapts to changing environments and demands.
- Enthusiastic, energetic, and projects a positive “can do” attitude.

SPECIAL EMPLOYMENT CONDITIONS

- Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the *Aged Care Act 1997* prior to commencement of employment.
- Required to sign the organisation’s Confidentiality Agreement.
- All SCC employees, volunteers, and contractors must hold a valid registration to work with vulnerable people with an NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy

WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT

- Participate and contribute to Work Health & Safety and continuous improvement practices to ensure a safe work environment
- Ensure that workers comply with WHS policies and procedures

AUTHORISATION

This position is classified within the Administrative Structure. The salary will be negotiated based on prior experience.

Manager Signature:		Date:	
Employee Signature:		Date:	

POSITION DESCRIPTION