

Position Description



Position Title	Category Manager (ICT & Corporate Services)
Position No	00080830
Delegation Level	005
Job Designation	Manager
Organisational Unit	ICT & Corporate Services Supply Chain and Corporate Services
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Senior Manager Strategic Procurement

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Lead and manage a procurement sourcing and category team in the strategic acquisition of goods, ownership of the end-to-end procurement process, and achievement of high-impact commercial outcomes while meeting legislative requirements. Foster a continuous improvement environment with customers and promote effective supplier relationships.

Position Responsibilities

1. Lead and manage a category team in the strategic acquisition of goods and/or services and ownership of the end-to-end procurement process, achieving value for money and adherence to legislative requirements. Mentor and develop the procurement team by providing training and upskilling opportunities, acting as a trusted advisor to enhance team performance and capability.
2. Provide leadership in all aspects of Strategic Procurement and Category Management, including creating effective strategies, managing relationships with internal customers and suppliers, fostering market intelligence expertise, demonstrating commercial excellence, and leading change initiatives.
3. Lead and implement an integrated procurement planning methodology for the business and champion its use at a leadership level across the organisation to align procurement efforts with business objectives and stakeholder needs.
4. Formulate and develop procurement programs of work for relevant categories, conducting market research and demand analysis to inform strategies.
5. Lead the category team to deliver sourcing outcomes in agreed timeframes while ensuring probity and transparency in all activities, maximising commercial benefits through strategic contract negotiations.

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6. Build and maintain excellent relationships with key stakeholders across the business, providing effective strategic decisions that promote value creation opportunities and enhance supplier performance. Ensure procurement and contractual arrangements are approached consistently and in accordance with predetermined frameworks, legislative requirements, and delegations of authority.
7. Perform opportunity analysis to identify cost-saving projects and recommend actionable strategies to enhance procurement effectiveness that maximise commercial benefits through changing demands.
8. Champion Supplier Relationship Management (SRM) and drive improvements in Supplier Performance and Contract Management by establishing performance metrics, monitoring supplier performance, and driving continuous improvement.
9. Cultivate a leader-led culture that aligns with and supports Queensland Rail's values.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of skill in leading and managing the performance of a procurement team to provide a commercial and customer focused end-to-end contract lifecycle service to relevant portfolio areas within the business, including mentoring, upskilling, and training team members; demonstrating the ability to inspire and motivate the team and promote a continuous improvement culture.
2. High level of skill in strategic procurement and planning including commercial acumen when dealing with large scale commercial contract negotiations across a range of supplier, commercial, and internal stakeholder management contexts.
3. Sound level of judgement and decision-making, ensuring alignment with organisational goals.
4. High level of skill in SRM, including strategies for enhancing performance and fostering partnerships, demonstrating a commitment to building and sustaining stakeholder relationships.
5. High level of influencing, interpersonal, consultation, relationship building, and negotiation skills that build and sustain productive relationships and partnerships.
6. Substantial skill in driving change initiatives within procurement practices and continuous improvement.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

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Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.