

Position Description



Position Title	Category Manager Ready for Growth
Position No	00084334
Delegation Level	005
Job Designation	Manager
Organisational Unit	Transformation Office Ready for Growth
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Experts and Leaders
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Senior Manager Finance, Transformation

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 and contract management category team in the strategic acquisition of goods and/or services and ownership of the end-to-end procurement and contract management process to achieve value for money commercial outcomes, meet legislative requirements and contribute to continuous improvement on behalf of and in conjunction with internal customers.

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 and contract management process to achieve value for money commercial outcomes, meet legislative requirements and contribute to continuous improvement on behalf of and in conjunction with internal customers.
2. Participate as a member of the Procurement and Contracts leadership team to provide leadership in the strategic and operational management of the procurement and contract management areas through effective strategy formulation, customer, business partner and stakeholder engagement, financial and commercial excellence, people leadership and change management.
3. Lead and develop a highly effective and engaged team by making a strong contribution to achieve the Procurement team business targets, objectives, performance measures, safety responsibilities and continually seek to implement business performance improvement.
4. Develop and implement an integrated procurement planning methodology for the business and champion its use at a leadership level across the organisation.
5. Formulate and develop procurement programs of work for relevant categories using best practice strategies and frameworks to meet business requirements on a whole of organisation level.



6. Lead the category team to deliver sourcing outcomes in timeframes ensuring probity and transparency in all activities, maximising commercial benefits through strategic contract negotiations.
7. Lead the category team to ensure effective contract management practices are in place across the business to achieve optimal commercial outcomes, maximise the performance of suppliers, and meet legislative requirements.
8. Manage the process of regular reviews of prices, contract terms and conditions, and key performance indicators for major goods and services with suppliers to ensure best value is achieved.
9. Build and maintain excellent relationships with key stakeholders across the business to ensure that procurement and contractual arrangements are approached consistently and in accordance with predetermined frameworks, legislative requirements and delegations of authority.
10. Perform opportunity analysis to identify projects that will deliver significant cost savings and value improvement at organisational level.

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. Extensive knowledge of and proven experience in best practice procurement and contracts management.
2. High level 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.
3. High level skill in procurement experience and commercial acumen when dealing with large scale commercial contract negotiations across a range of supplier, commercial and internal stakeholder management contexts.
4. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and partnerships.
5. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Mandatory Qualifications (If not already held, I will gain these when in position)

- 40007588 Wunya Induction
- 40001627 Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

- 40009601 Code of Conduct Refresher
- 40013480 Fraud Awareness Induction
- 40006537 Rail Safety Awareness

Position Description



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.

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.