

Position Description



Position Title	Manager Purchasing and Support
Position No	00069062
Delegation Level	005
Job Designation	Manager
Organisational Unit	Purchasing and Support 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	Lead Others
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	SM Supply Chain 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 the Purchasing and Support team in the Enterprise-wide transactional acquisition of goods and services to achieve value for money commercial outcomes, meet legislative, probity and policy requirements; and develop and implement strategic continuous improvement initiatives in the Purchase to Pay and related cycles.

Position Responsibilities

1. Participate as a member of the Supply Chain Transformation Leadership team to provide leadership in the strategic and operational management and governance of transactional purchasing across the business through effective strategy formulation and implementation, internal and external stakeholder engagement, financial and commercial excellence, people leadership and change management.
2. Lead and manage the Purchasing and Support team and responsible business areas to deliver and achieve purchasing outcomes in agreed time frames to meet Enterprise wide requirements including policy, probity and contractual compliance and provide transparency in all activities to maximise commercial benefits.
3. Lead and collaborate with local Purchasing and Procurement teams in Business Unit Sourcing Processes (BUSP) to facilitate and enable efficient and effective transactional purchasing, specifically championing pricing, and lead-time of catalogued items to provide and improve business value, transparency, and reporting.
4. Lead and manage Enterprise-wide SAP Outline Purchase Agreements maintenance, release, and approval processes to enable and support efficient and effective transactional purchasing, utilisation of catalogues, pricing, lead-times, solution integration and automation.
5. Provide expert purchasing advice, analysis and reporting to Queensland Rail Executives and their leadership teams.

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6. Build and maintain excellent relationships with stakeholders across the business to ensure transactional purchasing and contractual arrangements are approached consistently and meet the requirements of frameworks, legislative requirements, policies, procedures, and delegations of authority.
7. Perform opportunity analysis, recommendations, and advice to identify and implement improvement initiatives within the Purchase to Pay cycle and related processes that provide process and business improvements at an Enterprise-wide level.
8. Provide thought leadership, process ownership, governance, and continuous improvement in areas of Purchase to Pay business processes, reporting, analytics, mobility, digital learning, inventory management, and master data management and governance.

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 leadership skills including the ability to lead and manage high performing transactional purchasing teams to provide commercial and customer focused outcomes to all areas within the business.
2. Extensive knowledge and purchasing experience, especially in SAP R3 ECC, MM and SRM modules, combined with strong commercial acumen, well developed conceptual, analytical, and problem-solving skills.
3. High level of skill in developing and executing strategic purchasing frameworks and methodologies for end-to-end Purchase to Pay and related processes.
4. Extensive knowledge of Queensland Rail's policies, procedures, process improvement, project management, change management, business processes and systems with specific emphasis on Procurement, Purchasing, Inventory systems and Master Data Management.
5. Extensive knowledge and experience of contemporary purchasing practices and systems to define and influence the strategic direction of Purchase to Pay and related functions.
6. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive working relationships and partnerships.
7. High level of communication skills (both written and verbal).
8. Sound 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.