

# Position Description



Position Title	<b>Senior Category Specialist</b>
Position No	00065968
Delegation Level	006
Job Designation	Senior Category Specialist
Organisational Unit	Rollingstock & Capital Projects 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	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Category Manager (Rstock & Cap Projects)

## 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 end to end procurement of goods and/or services of significant value, develop associated contracts while adhering to legislative requirements, and contribute to continuous improvement for seamless transitions to contract negotiation and execution. Additionally, drive category strategies as directed by Category Managers to optimise supplier performance, and enhance the strategic importance and performance of procurement within Queensland Rail.

## Position Responsibilities

1. Lead end-to-end procurement of high-value goods and services of significant value for portfolio customers in line with relevant legislation and policy requirements to achieve commercial outcomes and contribute to continuous improvement.
2. Drive and implement comprehensive category strategies that align with business needs, drive value, and include market analysis, demand planning, and forward procurement planning.
3. Optimise supplier performance through driving high-impact SRM practices, including performance metrics to drive continuous improvement initiatives.
4. Drive a high standard of compliance, ensuring alignment with relevant legislation, policies, and procedures in delivery.
5. Lead the preparation, negotiation, and execution of complex contracts, securing favourable terms and conditions that align with Queensland Rail's strategic goals.
6. Collaborate with senior leadership on strategic initiatives to elevate the role of procurement within the organisation and provide guidance and mentorship to junior staff.
7. Conduct in-depth market analysis to inform category strategies and procurement decisions, with detailed reports to outline key insights

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that support decision-making processes.

8. Build and maintain strong relationships with internal stakeholders and suppliers, driving conversations and collaboration as a trusted advisor within the business.

## **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 end-to-end procurement processes for high-value goods and services to achieve commercial outcomes.
2. High level of skill in developing and implementing comprehensive category strategies, including market analysis, demand planning, and forward procurement planning.
3. High level of skill in optimising supplier performance through effective SRM Practices, including establishing performance metrics to drive continuous improvement efforts.
4. High level of analytical skills with experience in conducting in-depth market analysis and preparing reports to inform procurement strategies.
5. High level of interpersonal skills, with the ability to act as a trusted advisor driving continuous improvement.
6. Substantial level of skill in leading the preparation, negotiation, and execution of complex contracts.
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.

## **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.