

Position Description



Position Title	Sourcing Specialist
Position No	00067474
Delegation Level	006
Job Designation	Sourcing Specialist
Organisational Unit	ICT 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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Category Manager (ICT)

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

Procure goods and/or services, develop associated contracts and manage the performance of suppliers to achieve commercial outcomes, meet legislative requirements and contribute to continuous improvement.

Position Responsibilities

1. Procure relevant goods and services for portfolio customers in line with relevant legislation and policy requirements to achieve best commercial outcomes.
2. Manage day-to-day procurement process activities, including maintaining business records to facilitate the procurement of goods and services.
3. Investigate and develop sourcing strategies to inform procurement decisions.
4. Negotiate prices, contract terms and conditions, and key performance indicators for goods and services with suppliers to ensure the relationships achieve best value.
5. Assist in gathering, collating and analysing spend data, customer requirements and supplier performance information to inform procurement decisions.
6. Develop and sustain productive relationships with portfolio customers and external suppliers to understand and plan for needs and anticipate future requirements.
7. Proactively provide feedback to procurement managers about customer and supplier issues with a focus on resolution and improvement.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;

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- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of skill in procurement of goods and services providing a commercial and customer focused service to relevant portfolio areas within the business.
2. Substantial level of skill in managing tender processes, contract negotiations and contract reviews.
3. Substantial level of interpersonal, relationship building and negotiation skills that build and sustain productive relationships and partnerships.
4. Substantial level of skill in conducting contract reviews to improve efficiency and effectiveness.
5. Substantial level of skill in gathering, collating and analysing spend data and producing meaningful reports.
6. 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.