

# Position Description



Position Title	<b>Senior Vendor Adviser</b>
Position No	00088844
Delegation Level	006
Job Designation	Senior Adviser
Organisational Unit	MPERS Procurement & Contracts Program 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)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Manager Procurement & Contracts

## 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

Manage key contracts and relationships with an allocated portfolio of major vendors, managing and improving the performance of suppliers to achieve commercial outcomes, meet legislative requirements and contribute to continuous improvement.

## Position Responsibilities

1. Play a senior role in vendor management within an enterprise wide commercial service, managing contracts and relationships to ensure compliance with relevant legislation and policy requirements to achieve optimal commercial outcomes.
2. Manage contracts and relationships to ensure compliance with relevant legislation and policy requirements which achieve commercial outcomes.
3. Manage the process of supplier performance reviews to ensure efficiency and effectiveness and ensure goods and services meet quality requirements as specified in relevant contracts.
4. 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.
5. Be accountable for the management and enhancement of relationships with Procurement vendors to build effective partnerships that will enable the implementation of innovation and improvement initiatives.
6. Manage the monitoring of metrics to track progress and benefits of contract arrangements with specific vendors.
7. Participate in formal benchmarking processes to determine 'best in class' and develop strategies to improve vendor performance.

## Additional Factors

The appointee will be required to :-

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- 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 developing and managing strategic relationships with vendors within a commercially focused group
2. Substantial level of skill in dealing with large scale commercial contract matters.
3. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and partnerships.
4. Substantial knowledge of legislation and other contractual requirements in a commercial environment.
5. Substantial level of skill in developing strategic relationship management frameworks and methodologies.
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.