



Position Description

Division:
Finance

Position Title:
Group Procurement and Contracts Manager

Location:	Launceston
Reports To:	Chief Financial Officer
Direct Reports:	Four (4)
Employment Status:	Full-time, Ongoing

Primary Position Objective

The key function of this position is to oversee and manage the strategic framework and execution plan of the acquisition of goods, services and building and construction works, through TasRail's tendering and procurement processes for both its operational business, and capital program, including the significant Infrastructure Investment Program (IIP).

Working Environment

TasRail is one of the largest transport providers in Tasmania connecting industry and commerce to major shipping ports and freight hubs across the State.

As a State-owned Company, TasRail is responsible for both Below Rail and Above Rail assets including freight terminals, ship loading and bulk handling facilities and is commercially focused and committed to delivering optimal and innovative logistic solutions to its customers.

TasRail is part way through implementation of its Infrastructure Investment Programme (IIP), a substantial capital program focused on restoring rail as an integral component of an efficient and sustainable freight transport system for Tasmania and delivery of a replacement Shiploader at Burnie Port

Key Responsibilities

- Creating appropriate strategies, frameworks and execution plans for business wide Procurement.
- Working closely with other leaders / departments to support procurement activities, including planning and prioritising key activities.
- Providing education and training to grow and develop an understanding of procurement and contracts within the business.
- Accountability for a contracts and procurement function managing a multi-million-dollar capital and operating programs.
- Leading and developing the contracts and procurement team in delivery of critical business services
- Setting the strategic vision to leverage commercial contracts and facilitating business excellence
- Promoting and nurturing a high performing procurement function, source to contract, and inventory management function.
- Collaboratively working to harness and guide operational differences to provide services driving continuous improvement that supports growth and delivers shareholder returns.
- Acting as a overseer of negotiations in key procurement tenders and transactions in order to achieve commercially beneficial strategic outcomes.
- Overseeing the review/assessment, scope and coordination of the assessment of RFQ, RFI, RFP and

RFT operations for the IIP program and operational areas.

- Reporting on status of contracts and procurement issues, budgets and forecasting to the Executive as required
- Manage the direct reports to achieve outcomes and optimal utilisation of available resources.
- Ensure the maintenance of Procurement Probity.

Qualifications, Knowledge and Experience

Essential

- Minimum five (5) years demonstrated experience in a Group/Senior Contracts & Procurement Management role or similar role.
- Up to date knowledge of industry trends, market conditions, and price projections.
- Experience in developing and executing innovative and effective sourcing strategies.
- Experience in strategic level negotiations and conflict management.
- Experience in coordinating and coaching staff in relation to the RF(x) processes.
- Experience in management of direct reports.
- Previous experience in the use of Purchasing Management Systems.
- Sound computer literacy and communication skills.
- Current driver's licence.

Desirable

- Knowledge of engineering, construction or mechanical operations would be an advantage.
- Tertiary qualification in Procurement / Contracting / Logistics / Supply Chain

Essential Personal Attributes

- Stand-out strategic and lateral thinking skills and highly developed interpersonal skills including consultation, influencing, negotiation and relationship building.
- Proven ability to influence and negotiate effectively.
- Highly developed levels of professional ethics, personal integrity, inquisitiveness and diligence.
- Strong written communication skills with the ability to develop complex strategies, frameworks, plans, policies, procedures and reports.
- Genuine commitment to establishing and maintaining best practice safety culture and performance.
- Performance driven, with a highly motivated approach to work.
- Ability to remain flexible, meet unexpected demands and challenging timelines, sometimes with limited resources.

Selection Criteria

1. Extensive experience in procuring and contracting small, medium, and large commercial projects (over \$20M);
2. Demonstrated ability to identify opportunities to drive commercial outperformance through innovative procurement practices;
3. Expert in full tender / bid management;
4. Strong commercial acumen, analytical and problem-solving skills;
5. Sound communication abilities, leadership and teamwork skills, and a strong adeptness for influencing and negotiation with key stakeholders in a multi-site and industry environment;
6. Exceptional ability to manage multiple stakeholders especially with strategic commercial tenders and contractor interactions.

Authority

The position is required to comply with all Tasmanian Railway Pty Ltd Financial Delegations, Policies, Standards and Procedures and within the authority of the position.

Key Interactions Required

Internal	External
CFO	Suppliers
IIP Program Manager	Regulatory Bodies
IIP Senior Project, Project Managers and Team Members	Contractors
COO	Others as required
Other executive and managers	
Board	

Key Performance Indicators

The occupant of this position will be expected to achieve the key performance indicators in accordance with their contract of employment (to be developed).

Working Arrangements

Fixed Term Employment Contract 38 hours per week.
Intra and interstate travel may be required.

Position Holder (name):	
Signature:	Date:
Manager (name): Karen Van der Aa	
Signature:	Date:

VISION

Tasmania's trusted provider of safe and dependable rail logistics solutions.



PURPOSE

Maximising the benefits of sustainable rail logistics services for Tasmania.

VALUES



We will never compromise on safety. We work inside the SafetyCircle and we care about each other. We recognise that people need mental and physical health to thrive. Our equipment and systems will ensure outstanding and sustainable SHE performance.

We do what we say we will do. We are fair, ethical, and honest and we take responsibility. We are transparent and we trust each other.



INTEGRITY



RESPECT

We are inclusive and value each other's differences and ideas. We embrace diversity. We listen to each other. We know we will only achieve great results if we "are one" and work as a team. We respect and care for our people, our environment, our customers and the community.

We are passionate about our success. We continually strive for excellence and performance. We are innovative and energetic. We demonstrate leadership and drive change. We will make a difference and be remarkable!



**BEING
REMARKABLE**