

Project Manager, Procurement Governance Position Description

Context

Manager	Chief Financial Officer
Division	Finance
Location	Melbourne
Tenure	Fixed Term (12 months)
Career Level	5

Primary Objectives

Organisational	<p>VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration and commercial sale of timber from Victoria's public forests on behalf of the Victorian Government.</p> <p>We undertake all of our operations in a safe, efficient and sustainable manner, keeping our staff, the community and the environment in mind in all we do.</p> <p>We are an active member of the communities in which we operate, and we are committed to giving stakeholders the opportunity to have input into our forestry practices.</p>
Role	<p>The primary responsibility of this role is to improve VicForests procurement capability in line with government policies and legislation. It is expected the successful candidate will be actively involved in all procurement activities, including responsibility and accountability for compliance with internal and external policies, and ensuring principles relating to probity and value for money are achieved.</p> <p>In line with the responsibility for procurement the role will be required to roll out VicForests purchase order and contract management systems across the organisation.</p>

VicForests Values

SAFE	We aim for zero harm in all that we do
SUSTAINABLE	We respect and care for our environment and the communities in which we operate
PROFESSIONAL	We operate in an ethical, efficient and accountable manner
CUSTOMER FOCUSED	We are responsible in our commercial dealings
RESPECT	We treat others in a manner that we would like to be treated

Key Result Areas

The KRA's are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may, however, be required to undertake other duties and responsibilities from time to time, in addition to or as variations of the duties and responsibilities of the position.

Procurement Governance

- Review and develop procurement policies, procedures and instructions in accordance with Victorian government guidelines and regulations.
- Manage the delivery of high-quality expert procurement advice to meet the business and operational objectives and priorities of VicForests.
- Conduct quality reviews and compliance checks on key/high risk aspects of the procurement process
- Contribute to the tracking and close out of internal and external audit reviews findings.
- Perform timely and accurate compilation of reports as required.

System Implementation and Training

- Manage the implementation of purchase order and contract management systems through Technology One.
- Partner with ICT, Finance and Technology One representative to effectively implement the purchasing system within Technology One on time and within budget
- Develop an instruction on how to raise and reconciled purchase orders
- Deliver quality training on how to use the Purchase Order System across the business
- Provide support and assistance to the business in raising and reconciling purchase orders

Project Management

- Manage the effective implementation of the Purchase Order System in consultation with the Chief Financial Officer and systems representative
- Liaise closely with the Chief Financial Officer to ensure alignment of systems with compliance requirements.
- Influence change in procurement practices through development of outcomes from monitoring, auditing and investigations, providing training and working closely with the Chief Financial Officer and Finance team.

Stakeholder Engagement

- Consult with key internal stakeholders to understand the current procurement processes
- Prepare high quality reports and correspondence on project implementation status and Procurement Policy updates to the Senior Management and Executive Committee in addition to the Board.
- Establish and maintaining effective internal and external relationships with staff, executives, third party suppliers and other stakeholders
- Undertake data analytics to identify opportunities for strategic purchasing
- Manage staff development and increase procurement capability through training and communication

General

- Perform duties in a manner that ensures the health and safety of yourself and others. Ensure operations are conducted in a safe manner within environmental guidelines. Ensure that all incidents and hazards are reported in a timely manner
- Identify and communicate key risks and ensure risk management processes are followed. Ensure risk management is embedded in the processes for which the position is responsible
- Undertake any duties and responsibilities to meet the requirements of the team or broader business
- Take responsibility for performing the role in accordance with all relevant systems requirements

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Tertiary studies or qualifications in a relevant discipline such as Procurement, Finance, Logistics, or Business or equivalent work experience in Procurement Management.	Essential
Experience in implementing system and providing associated training and communications.	Essential
Experience using Technology One system software particularly the purchase order module.	Desirable

Experience	Competencies acquired through experience
Procurement Knowledge	<ul style="list-style-type: none"> Understanding of Victorian Government Procurement and probity guidelines Knowledge of procure to pay processes in the public and/or private sectors Sound knowledge of policies, procedures and guidelines for Procurement processes and activities
Procurement Systems	<ul style="list-style-type: none"> Demonstrated experience using Technology One software system or other procurement systems Experience in implementing Purchase Order Systems
Project Management	<ul style="list-style-type: none"> Start to end management of a project involving the implementation and rollout of a system Experience applying project management methodologies and utilising project scoping and reporting documentation
Stakeholder Engagement	<ul style="list-style-type: none"> Substantial level of interpersonal and relationship building skills that create and sustain productive relationships and partnerships
Values	<ul style="list-style-type: none"> Knowledge of and willingness to commit to and work within VicForests' Values and Code of Conduct.

Attributes	Behaviours
Communication Skills	<ul style="list-style-type: none"> Communicates effectively through speaking, writing, and presentation Prepares and delivers high-quality reports to senior management, internal and external stakeholders Prepares contracts, letters, emails and reports using clear, concise, grammatically correct language in appropriate style and format Well-developed oral and written communication skills Ability to negotiate desirable outcomes with external stakeholders and contractors to include government, industry and research institutions
Interpersonal Skills	<ul style="list-style-type: none"> Able to build positive relationships with Regional Managers, Line managers staff, and own Manager to ensure there is an understanding, buy in and feedback.
Initiative and Accountability	<ul style="list-style-type: none"> Takes responsibility for actions and proactively implements work plan and addresses issues.
Customer Focus	<ul style="list-style-type: none"> Builds and sustains effective relationships with customers in order to build a common understanding and address their needs.

Problem Solving	<ul style="list-style-type: none"> ▪ Seeks all relevant information for problem solving ▪ Liaises with stakeholders ▪ Analyses issues from different perspectives and draws sound inferences from information available ▪ Identifies and proposes workable solutions to problems ▪ Implements solutions, evaluates effectiveness and adjusts actions as required
Planning and organisation	<ul style="list-style-type: none"> ▪ Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required ▪ Identifies processes, tasks, and resources required to achieve goals ▪ Establishes systems and procedures to guide work and track progress ▪ Recognises actual and potential barriers and finds effective ways to manage them ▪ Exhibit project management skills
Project management	<ul style="list-style-type: none"> ▪ Builds and leads the project plan with clearly objectives and action steps ▪ Regularly communicates with the team and Chief Financial Officer ▪ Ensures project objectives are met by anticipating and managing potential and emerging issues

Further Information

Long periods of sedentary desk/computer duties may be required as part of this role.

You may be required to work independently, with minimal supervision in isolated and physically demanding environments.

Some long-distance travel and overnight stays may be required in country locations.

VicForests employees may be required to contribute to fire and emergency management responsibilities
External applicants will be subject to a probation period of 3 months.

All applicants must have the right to work in Australia, supporting evidence may be requested.

Please note that in accordance with VicForests onboarding processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

In addition, if this role requires a Financial Delegation or regular access to confidential information, a Police Background check will be required.

If this role requires regular contact with vulnerable people (particularly children), a Working with Children's Check will be required.

For further information about this role, please contact HR on 9608 9520 or vf.careers@vicforests.com.au

To be completed on offer / acceptance of a role:

I accept the Position Description as stated and the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to positions descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: _____

Position Location: _____

Signature: _____

Date: _____