

Role Statement



TITLE OF ROLE: Category Manager (Goods & Services)
CLASSIFICATION LEVEL: ASO5
REPORTS TO: Team Leader, Category Management

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises of seven directorates: Customer and Information Services, Investment Services, People and Performance, Commercial and Legal, Portfolio Management Office, Planning and Transport Policy and Enterprise Information.

Investment Services is responsible for the provision of Corporate Finance, Procurement and Contracting, Assurance and Risk Management functions and services across the organisation including financial control, business partnering, financial improvement and systems, strategic resourcing strategy and operations and across government contract services.

Role Overview

This role forms part of the Procurement and Contracting Section, which is responsible for delivering the full life cycle of procurement and contract management services for DPTI.

The Category Manager is accountable to the Team Leader Category Management, and is responsible for utilising evidence based decision making to develop goods and services category management plans and contribute to innovative goods and services category management solutions that maximise market opportunities and achieve DPTI procurement and savings objectives. The Category Manager will lead multiple cross functional teams, and develop high level relationship management strategies that deliver benefits to the organisation. The Category Manager will also be proficient in all aspects of goods and services category management, procurement processes and government procurement policies.

Directorate: Investment Services
Role Number:
ANZCO Code:
Location: #ASO5 #11580361
Version 1.1 (25/05/2017)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Category Manager is required to undertake a wide range of activities which may include all or any of the following:

CATEGORY MANAGEMENT STRATEGIES

- Contributes a high level of strategic analysis including suppliers/contractors, supply markets and category research to develop goods and services category management plans, reports and recommendations, for significant categories that are considered to be complex. Identifies and instigates collaborative opportunities
- Contributes to the development of innovative goods and services category management solutions, and selects new techniques, to resolve category management issues of some complexity; inline with category management principles and the Department's benefit realisation plans
- Endeavours to influence the business requirements through the provision of expert advice and looks to identify potential new market opportunities within prescribed limits
- Promotes the benefits of and proficiently articulates category management to stakeholders
- Implements and/or coordinates assigned Departmental goods and services category management programs, projects, systems, policies processes and/or services that are considered to be broad in scope and which may include supporting related planning, change and improvement functions.
- Participates in the development of the Category Management Strategic Plan

RELATIONSHIP MANAGEMENT

- Develops and implements high level relationship management strategies which deliver benefits to the organisation. Measures the value added service provided
- Pro-actively develops and manages stakeholder relationships. Develops strategies to influence procurement activities across the Department
- Motivates and leads multiple cross functional teams to deliver assigned Departmental goods and services category management programs, projects, systems, policy, processes and/or services.

NEGOTIATION SKILLS

- Develops negotiation plans and strategies for goods and services categories which have a significant impact for the agency
- Undertakes negotiation with stakeholders and across government agencies, regarding goods and services category management matters that have a significant impact for the Department
- Assists employees within their portfolio to undertake strategic negotiations

PROCUREMENT PROCESS

- Analyses and identifies effective approaches to securing best value for money in any given set of circumstances

CONTRACT MANAGEMENT

- Resolves difficulties through negotiation which result in situation improvement

PROJECT AND RISK MANAGEMENT

- Effectively identifies risks/issues. Develops mitigation plans at both goods and services category and contract level for identified risks
- Develops project plans for significant goods and services projects which include risk identification, key outputs, deliverables and RACI (who is responsible, accountable, to be consulted, to be informed)

DEPARTMENTAL EXPECTATIONS

- Contributes to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- Contributes to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

Qualifications / Licences

- Tertiary qualification in relevant discipline to facilitate commercially aware procurement services is desirable.
- MCIPS accreditation or commitment to attain MCIPS will be highly regarded.

Person Capabilities

- a. Works respectfully and effectively with Aboriginal and Torres Strait Islander people, and understands their cultural values and ensures programs and services are accessible and meets Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government’s Code of Ethics and the *Equal Employment Opportunity Act 1987*.

