

Role Statement



TITLE OF ROLE: Senior Category Manager (Goods and Services)
CLASSIFICATION LEVEL: ASO-7
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 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 Senior Category Manager is accountable to the Team Leader Category Management for the management of goods and services subcategories within complex, high profile/, and high value strategic categories and is responsible for the effective and efficient development and implementation of DPTI expenditure management. This is achieved through collaboratively working with stakeholders and utilising evidenced based decision making to ensure the achievement of DPTI procurement and savings objectives. The role also develops and maintains across DPTI relationships with relevant stakeholders to inspire confidence in role of category management.

Directorate:
Role Number:
ANZCO Code:
Location: #11058917
Version 1.1 (20/01/2017)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

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

CATEGORY MANAGEMENT STRATEGIES

- Undertakes complex review and analysis of contract and supply markets, including holistic category research, to determine effectiveness of operations and formulate category management plans. Executes identified collaborative opportunities
- Develops category management solutions and actively participates in delivery of the Departments benefit realisation plans
- Proactively influences the business requirements across assigned category portfolio and identifies opportunistic market conditions
- Effectively promotes the benefits of, skilfully articulates, and provides expert advice to Section Managers and external stakeholders regarding current relevant category management developments and their potential implications to agency policies and strategic plans.
- Resolving complex category management issues with innovative solutions that are consistent with Departmental objectives.
- Participates in the development of the Category Management Strategic Plan
- Coordinating the resources and implementation processes for sensitive, innovative, critical or complex Statewide/service wide category management operations that demand a significant level of responsibility and decision making.

RELATIONSHIP MANAGEMENT

- Develops high level relationship management strategies that deliver benefits to the Department. Completes complex measurement of the value added service provided via quantitative methods
- Develops and maintains strong and successful partnerships with suppliers/contractors ensuring these are coordinated across business Sections
- Knowledgeable and highly experienced in all aspects of proactive stakeholder management. Extremely effective in advocating procurement influence
- Establishes and leads multiple cross functional teams, where required

NEGOTIATION SKILLS

- Develops significant and complicated negotiation plans and programs
- Leads critical negotiations within the portfolio
- Provides detailed and professional advice to other procurement sections on vital negotiation strategies

PROCUREMENT PROCESS

- Uses sound judgement in determining best practice processes which delivers efficiency of spend in any given set of circumstances
- Maintains broad knowledge of and administers complex procurement processes and government procurement policies
- Detailed knowledge of the components of an output based specification ensuring financial and commercial mechanisms are appropriate to the transaction

CONTRACT MANAGEMENT

- Effectively negotiates and establishes contractor performance milestones and monitors contractor performance against these milestones
- Resolves significant difficulties through high-level negotiation which results in situation improvement

- Demonstrates detailed knowledge on ethical and legal contract termination and undertakes such processes

PROJECT AND RISK MANAGEMENT

- Effectively identifies and advises of issues to Unit Managers on procurement risks and provides options for mitigation strategies
- Develops and implements mitigation plans at both category and contract level for identified major risks
- Develops and implements project plans for critical projects which include risk identification, key outputs, deliverables and RACI (who is responsible, accountable, to be consulted, to be informed)
- Initiates, plans and delivers significant assigned Departmental category management projects, systems and/or services that are consistent with the department's objectives, including coordinating the implementation of change initiatives.

Special Conditions and Essential Requirements

Qualifications / Licences

Tertiary Qualifications in a relevant discipline to facilitate commercially aware procurement services OR Chartered Institute of Purchasing & Supply (MCIPS) will be well regarded.

Person Capabilities

- Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - 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.”
 - 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.”
 - 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.”
 - 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”.
 - 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.”
- Drives 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*.
- Drives a culture of commitment and accountability in the requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.

- e. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
- f. Extensive experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- g. Demonstrates ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions, implement change and mitigate risk.
- h. Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.

Delegate Approval

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Name

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Signature

Date: / /

