

Role Statement



TITLE OF ROLE: Assistant Category Manager
CLASSIFICATION LEVEL: ASO4
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 Assistant Category Manager is accountable to the Team Leader, Category Management, and is responsible for developing category management plans for subcategories and category management solutions that maximise market opportunities and achieve DPTI procurement and savings objectives. The Assistant Category Manager will work with multiple cross functional teams, and develop effective relationship management strategies that deliver benefits to the organisation. The Assistant Category Manager will also have a sound knowledge of all aspects of procurement processes and government procurement policies.

Directorate: Investment Services
Role Number:
ANZCO Code:
Location: #ASO4 #11316060
Version 1.1 (15/05/2017)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

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

CATEGORY MANAGEMENT

- Undertakes analysis of suppliers/contractors, supply markets and the subcategories they are responsible for administering, and prepares reports with recommendations
- Develops category management plans for subcategories, and ensures they are consistent with the Department's strategies, policies and priorities
- Identifies and supports the development of collaborative opportunities
- Supports the implementation of whole of DPTI category management solutions and benefit realisation plans
- Identifies opportunities to contribute to the requirements of the subcategories they administer and to maximise market opportunities
- Actively promotes the benefits of category management and provides advice on category management to senior level stakeholders
- Supports the implementation of category management policies, strategies, standards, guidelines and procedures to meet the Section's goals and objectives
- coordinates resources and ensures the standard of Category Management work quality, service delivery and compliance with strategies, policies, priorities, and specifications, meet the Section's objectives

RELATIONSHIP MANAGEMENT

- Develops and implements effective relationship management strategies and measures the value added service provided
- Pro-actively manages stakeholder relationships
- Utilises their knowledge of the Department's procurement programs, policies and activities in order to effectively coordinate procurement activities for stakeholders within the Department
- Works in collaboration with multiple cross functional teams

NEGOTIATION

- Assists in the development of negotiation plans and strategies
- Negotiates with internal and external stakeholders, and suppliers, with regard to the assigned portfolio

PROCUREMENT PROCESS

- Identifies effective approaches to securing best value for money in any given set of circumstances

PROJECT AND RISK MANAGEMENT

- Effectively identifies risks/issues
- Develops project plans for basic 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 supports programs and services to meet these peoples' 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
- d. Demonstrates commitment and accountability to the requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent

