

Role Statement



TITLE OF ROLE: Team Leader Category Management
(Goods & Services)
CLASSIFICATION LEVEL: ASO-7
REPORTS TO: Head of 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, 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 Team Leader Category Management is accountable to the Head of Category Management for the management of a portfolio of complex, high profile and high value goods and services categories. The role will lead a team of category managers to deliver the strategic objectives of the allocated portfolio, and will develop Category Management capability within the team. The role is also responsible for effectively developing and implementing efficient category management strategy programs across DPTI. Through the development and maintenance of stakeholder relationships, and working collaboratively with internal and external stakeholders, the role will implement efficient category management programs and inspire confidence in role of category management across DPTI.

Directorate:
Role Number:
ANZCO Code:
Location: #ASO7 #11059334
Version 1.2 (2/06/2017)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

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

CATEGORY MANAGEMENT STRATEGIES

- Undertakes review and analysis of suppliers/contractors and supply markets (including leading holistic category research) for a portfolio of complex, high risk and/or high value categories, to determine effectiveness of operations
- Initiates, formulates and implements ongoing significant category management plans and programs, that are consistent with corporate goals, and which may impact other state government Departments
- Identifies and actively pursues opportunities to work collaboratively across the department, and with other departments, with regard to category management planning
- Develops innovative category management solutions, that are consistent with Departmental objectives and which may impact other state government Departments
- Actively participates in delivery of the Department's benefit realisation plans
- Proactively influences the business requirements across assigned category portfolio and identifies opportunistic market conditions
- Effectively promotes the benefits of, and provides expert advice to Section Managers and external stakeholders regarding current category management developments and their potential implications to agency policies and strategic plans.
- Participates in the development of the Category Management Strategic Plan
- Coordinating the implementation of category management change initiatives.
- Coordinates 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 and completes complex measurement of the value added service provided via quantitative methods
- Develops and maintains strong and successful partnerships with external suppliers, external contractors, DPTI stakeholders and stakeholders from other state government departments, to enable effective coordination across business Sections regarding a portfolio of complex, high risk and/or high value categories, and/or categories that may impact other state government Departments
- Establishes and leads multiple cross functional teams, where required.
- Manages and motivates employees, clients and others in the achievement of difficult and sometimes conflicting objectives.

NEGOTIATION SKILLS

- Develops significant and complicated negotiation plans and approaches regarding a portfolio of complex, high risk and/or high value categories
- Leads critical negotiations within portfolio
- Provides detailed expert advice to other procurement sections on vital negotiation strategies

PROCUREMENT PROCESS

- Uses expert judgement to determine best practice processes which deliver efficiencies of spend in complex circumstances, and that are aligned to corporate goals and government policy
- Administers complex procurement processes and government procurement policies

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 on complex risks/issues to Unit Managers on procurement risks and provides mitigation options
- Develops and implements mitigation plans at both category and contract level for identified major risks within their given category portfolio
- 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)

DEPARTMENTAL EXPECTATIONS

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

Person Capabilities

- a. 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.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - a. **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.”
 - b. **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.”

