

Role Statement



TITLE OF ROLE: Category Analyst
CLASSIFICATION LEVEL: ASO3
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 Analyst is accountable to the Team Leader, Category Management, and is responsible for assisting with the development of category management plans that maximise market opportunities and achieve DPTI procurement and savings objectives. The Category Analyst will support collaborative opportunities, and assist to implement effective relationship management strategies that deliver benefits to the organisation. The Category Analyst will have a detailed knowledge of all Departmental procurement processes and policies.

Directorate: Investment Services
Role Number:
ANZCO Code:
Location: #ASO3 #11315708
Version 1.1 (25/05/2017)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

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

CATEGORY MANAGEMENT

- Analysis including suppliers/contractors, supply markets and category research in areas of limited complexity
- Assists with the development of Departmental category management plans, strategies, policies and/or services, to meet program or Section goals and objectives. Supports the development of collaborative opportunities
- Endeavours to promote the benefits of category management and uses initiative, judgement and their category management expertise to resolve stakeholder's day-to-day category management issues
- Undertakes a range of functions associated with the assigned discrete categories including coordinating and/or controlling related processes, provisions and information.

RELATIONSHIP MANAGEMENT

- Assists with the implementation of effective relationship management strategies that deliver benefits to the organisation. Monitors the value added service provided
- Liaises and negotiates with internal stakeholders to address concerns associated with, and to progress and provide input into, category management and procurement programs, projects, systems and/or services.

PROCUREMENT PROCESS

- Undertakes research in areas of limited complexity in order to provide advice, information and correspondence regarding effective approaches to securing best value for money, in line with agency programs, projects, systems, policies and/or services.
- Effectively applies standard Departmental procurement processes and policies

PROJECT AND RISK MANAGEMENT

- Provides assistance in the development of project plans for discrete category areas and which includes risk identification, key outputs, deliverables and RACI (who is responsible, accountable, to be consulted, to be informed)

Special Conditions and Essential Requirements

Qualifications / Licences

- Tertiary Qualifications 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 exhibiting and inspiring their team members and workforce to actively engage in the behaviours that reflect 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. Exhibits behaviours that model integrity, professional accountability and diversity across the department, across-government, and 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.
- e. Sound knowledge of category management
- f. Detailed knowledge of standard procurement and category management procedures and practices
- g. Demonstrates the ability to monitor contractor performance milestones in discrete project areas
- h. Listens and responds to customers' needs using clear and concise communication, tact and diplomacy, and maintains a high degree of confidentiality.
- i. Consistently manages high volumes of work, pays close attention to accuracy and detail and meets targets within deadlines.
- j. Works under general direction and utilises sound knowledge and relevant administrative skills and an understanding of government contracting and procurement policies, legislation and regulations.

Delegate Approval

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Name

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Signature

Date: / /