

Role Statement



TITLE OF ROLE: Team Leader Civil Construction Procurement

CLASSIFICATION LEVEL: ASO-8

REPORTS TO: Head of Category Management – Construction

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

Perform best practice procurement of civil infrastructure construction contracts to support the delivery of the Department's capital works program. The role forms part of Procurement and Contracting directorate, responsible for delivering the full life cycle of procurement and contract management services for DPTI. This role leads a team of category managers and procurement professionals to deliver the strategic objectives of the allocated portfolio, and develops category management, strategic sourcing and procurement capability within the team

Directorate:
Role Number:
ANZCO Code:
Location: #1157318
Version 1.1 (05/06/2017)



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

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

PROCUREMENT STRATEGIES

- Leads and undertakes the complex review and analysis of suppliers/contractors and supply markets (including leading holistic category research) to understand market capability.
- Identifies and actively pursues opportunities to work collaboratively across the department, and with other departments, with regard to civil construction category management planning and strategic sourcing
- Develops and implements strategic procurement solutions that are of critical importance to the Department's operations, and are consistent with broad policy guidelines
- Drives Departmental strategic benefit realisation plans across the department
- Strategically influences business requirements at a senior level to gain favourable market opportunities
- Champions the benefits of and expertly articulates procurement strategies to Executive level stakeholders
- Participates as a significant stakeholder in the development of policies, plans and setting objectives for the work area and the Department as a whole.
- Manages the resources and implementation of new and high level procurement programs which are of critical importance to the department or state.
- Resolves complex procurement issues with innovative solutions that are consistent with Departmental objectives and national and international developments.

RELATIONSHIP MANAGEMENT

- Implements high level relationship management strategies which deliver benefits to the Department. Analyses the value added service provided via quantitative measurement
- Develops and maintains robust, long term strategic partnerships with key suppliers/contractors ensuring with key external suppliers, key external contractors, DPTI stakeholders and key stakeholders from other state government departments, to ensure the benefits of relationships are delivered across the Department and other state government Departments
- Expertly skilled in all aspects of pro-active stakeholder management with an emphasis on successfully influencing procurement decisions
- Establishes, leads and mentors multiple cross functional teams.
- Manages and motivates employees, clients and others in the achievement of difficult and sometimes conflicting objectives.

NEGOTIATION SKILLS

- Develops significant and highly complex negotiation plans and strategies for a portfolio of complex, high risk and/or high value categories
- Leads strategic and complex negotiations within portfolio
- Provides comprehensive expert advice to other procurement sections on complex negotiation approaches.

PROCUREMENT PROCESS

- Provides expert guidance in determining best practice processes which secures effectiveness of spend in complex circumstances

- Provides comprehensive and expert advice on the components of an output based specification to ensure financial and commercial mechanisms are appropriate to the transaction

CONTRACT MANAGEMENT

- Effectively negotiates and establishes key contractor performance milestones and monitors contractor performance against these milestones
- Resolves complex difficulties through strategic negotiation practices which results in situation improvement
- Provides expert advice and utilises knowledge of ethical and legal contract termination, as required
- Expert knowledge of and ability to implement change management processes

PROJECT AND RISK MANAGEMENT

- Effectively identifies risks/issues to develop and implement mitigation plans at both category and contract level for critical risks
- Develops and implements strategic project plans for critical projects which include risk identification, key outputs, deliverables and RACI (who is responsible, accountable, to be consulted, to be informed)
- Advises Executive management on critical procurement risks and provides innovative options for mitigation strategies.

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:
 - 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. 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*.
 - d. 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. Very high level knowledge of category management, procurement processes and government procurement policies.
 - f. High level experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
 - g. Delivers customer focused and strategically aligned services and practices, articulating complex concepts through timely and concise verbal and written communications and engaging with stakeholders to successfully negotiate sensitive matters.
 - h. Highly developed knowledge of, and experience in advising on, the issues, risks, trends and directions associated with the unit's programs, paying heed to social, economic and commercial considerations.
 - i. Demonstrates ability to work under broad Agency directions, determine goals and priorities, act with urgency, successfully lead and implement solutions and change and risk management initiatives across an organisation.

Delegate Approval

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Name

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Signature

Date: / /