

POSITION DESCRIPTION

Position Title:	Team Leader – Procurement Operations
Cluster / Business Unit / Division	Finance & Operational Services
Section or Unit:	ANSTO Enterprise Services
Classification:	Band 6
Position Description Number:	PD-2119
Job Family:	Operations
STEMM/NON-STEMM:	NON-STEMM
Work Contract Type:	Technical

POSITION PURPOSE

The primary objective of the Team Leader, Procurement Operations is working as part of the Procurement Management Team to provide oversight and governance to all operational aspects of the procurement transaction process:

- To provide high level Procurement Operations services to ANSTO, against established KPI's
- To maintain detailed compliance & control reporting supporting regulatory & internal reporting requirements
- To ensure the procurement of Medium valued goods and/or services required by ANSTO are supplied by the required time, while representing the best Value for Money option in accordance with the Commonwealth Procurement Rules (CPR's) and ANSTO's purchasing policies
- To effectively lead and manage the Procurement Operations team.
- To assist to implement continued process improvement and automation of transaction processing to deliver a 'procure to pay' strategy.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Enterprise Program Management Office

This role is within Finance and Operational Services (FOS)/ANSTO Enterprise Services (AES). AES comprises four key groups:

- HR Shared Services and Payroll which provides services that manage the lifecycle of people at ANSTO including recruitment, on-boarding\candidate screening, security, HR, medical, benefits and compensation, payroll, cross-boarding and off-boarding.

- Financial Support Services which provide transactional business financial services to support operations of ANSTO, including accounts payable, accounts receivable, asset management, Financial & Management accounting and expense management and tax services.
- Sourcing and Procurement Services to support the various areas of ANSTO including end to end strategic sourcing, tender management, vendor/supply management and procurement.
- Logistics and Warehouse Services to support the various areas of ANSTO including end to end delivery and operation storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, dispatch and delivery.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Manage the centralised function of the Procurement Operations and Process Analyst activities ensuring effective management of staff, resources and compliance with agreed Service Level Agreements across a number of areas while working within a framework of the Commonwealth Procurement Rules and procurement policies.
- Undertake purchasing, and contract management services including procurement planning, risk assessment, review of terms in accordance with approved business processes and guidelines.
- Provide advisory and support service to clients at all levels of the organisation in the areas of procurement planning, tender and contract services, supplier sourcing, risk management, contract administration and procurement processing.
- Manages negotiation of medium valued contracts for business units and/or specific commodities and ensure ANSTO's interests are protected, including the strict application of legislation and delegations.
- Developing and communicating an understanding of the site wide procurement operations business requirements and providing guidance to the team and key stakeholders to achieve desired results through utilising options within the range of policies, strategies, and practices.
- Develop and foster a culture of continuous improvement by identifying and implementing process improvements including processes in transaction processing and master data maintenance This includes developing new processes, policies and procedures.
- Manage a team and set work objectives, manage and assess performance and behaviour, provide development through coaching, mentoring and training, review KPI's and complete appraisals.
- Develop and manage the long-term strategic vision and business planning across the operational team, including developing implementation plans and acting as project lead.
- Create a culture which embraces high quality customer service across the organisation, ensuring that management systems and process drive delivery outcomes which lead to best industry practice.
- Manage SAP transactional data in a timely and accurate manner to ensure a high level of record of procurement transaction accuracy as measured by established KPI's.
- Troubleshooting transactions and processing errors occurring through SAP as a result of many factors which include Purchase Orders, Invoice Processing & Goods Receipts misallocations.
- Managing & conducting, Procurement Operations various audits and implementing any improvements arising.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position. The position works within a framework of legislation, regulatory requirements, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives of their team, including deciding on methods, approaches, operations, and allocation of resources, overseen by the Manager Sourcing and Procurement.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to the Manager Sourcing and Procurement The position is expected to make operational

decisions, based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information.

- The decisions & responsibilities in the management of Procurement and Operations teams activities has significant impact on the business units across ANSTO requiring proactive procurement and sourcing. . The procurement team requires detailed management to ensure a sustainable & reliable procurement are maintained to support internal and external clients.
- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Manager Sourcing and Procurement on complex, sensitive or medium procurement issues that may have a significant impact on ANSTO operations or the customer groups.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual .

Key Challenges

The major challenges for this position include:

- Establishing solid working relationships with a wide range of key senior stakeholders
- Ensuring the operations team supports “Value for Money” outcomes. Assess and provide constructive feedback, as well as give advice and guidance on the Procure to Pay cycle in order to develop the skills, knowledge and experience of others within the team/s.
- Putting together specifications for quotations given the complexity of regulatory requirements.
- Prioritising duties and multi-tasking to meet the demands of the different production units.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular updates on key tasks, challenges and critical issues affecting the supply plan • Escalate issues and propose solution • Provide evidence-based advice on procurement and Operations matters. • Constant communication with departmental managers is required to make sure items are procured to the commonwealth Procurement Rules.
Work area direct reports/ team members	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Develop, coach and mentor • Provide advice and analysis on a full range of procurements – Goods and Services. • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Resolve conflict and interpersonal issues
ANSTO Regulatory	<ul style="list-style-type: none"> • Understand regulations and ensure team compliance
ANSTO Security	<ul style="list-style-type: none"> • Ensure compliance with security requirements by team members
External	
Service Providers	<ul style="list-style-type: none"> • Ensure any Procurement and Operations Team issues are quickly resolved.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Manager Sourcing & Procurement.

Direct Reports	4
Indirect Reports	0

Special / Physical Requirements

Location:	Lucas Heights / Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	<ul style="list-style-type: none"> Working in different areas of ANSTO as needed Satisfy ANSTO Security and Medical clearance requirements. Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer.
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree qualification in a related discipline or equivalent significant demonstrated experience in leading a Procurement Operations team environment.
2. An understanding of the importance of Work Health and Safety, Environment, Quality and Regulatory requirements.
3. Strong verbal communication skills with an emphasis to adopt communication styles to suit the audience.
4. Experience developing new processes, procedures and policies.
5. Experience managing a team to achieve optimal performance through coaching, mentoring and staff development.
6. Intermediate computing skills including SAP and Microsoft products.
7. Ability to conduct internal Audits on policy and procedures, report and recommend improvements.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Craig Ross	Name:	Grahame Batger
Title:	Manager Sourcing & Procurement	Title:	GM, AES
Signature:		Signature:	
Date:		Date:	