

POSITION DESCRIPTION

Position Title:	Manager Sourcing and Procurement
Cluster / Business Unit / Division	Finance and Business Support
Section or Unit:	ANSTO Enterprise Services
Classification:	Band 8
Job Family:	Accounting & Finance
Position Description Number:	PD-2608
Work Contract Type:	Manager
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Manager Sourcing and Procurement leads a multi-disciplinary team to plan, develop, source and manage the delivery of diverse procurement and sourcing services. The position manages the program of sourcing & contract management in collaboration with business managers, consistent with best practice standards and statutory requirements, to effectively meet organisational and business objectives.

ANSTO is a leading global nuclear science and technology organisation delivering world class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

The ANSTO Enterprise Services (AES) function comprises three key groups – Business Support Services: Supply Chain Services and, Shared Services & Payroll.

Business Support Service, provides transactional business services to support operations of ANSTO, including financial services, accounts payable, accounts receivable, asset management, support to FP&A, tax services, administrative services and travel services.

Supply Chain Services support the various areas of ANSTO including end to end procurement delivery and operations, storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, fleet management, dispatch and deliver.

HR Shared Services operates as a central point of contact for employees and all levels of management seeking day to day general HR advice, services and employee records management (including onboarding, benefits and compensation, cross boarding and offboarding), organisational structure management (restructures and changes). The team are a key resource for all levels of management and employees in order to assist with general implementation employee lifecycle changes.

The Payroll team manage payroll processing, benefits and compensation administration, payroll data and records management, reporting and related support and advice

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Lead long term strategic vision and planning across Sourcing and Procurement including developing implementation plans and acting as project lead where required.
- Create a culture which embraces high quality customer service across the organisation, ensuring that management systems and processes drive service delivery outcomes.

- Build cooperative working relationships with key stakeholders to understand and address stakeholder needs and concerns, facilitate information flow and deliver strategic outcomes.
- Accountable for the regulatory compliance of the Sourcing and Procurement team.
- Deliver organisational direction, priorities and business plans to meet key performance indicators as set by the GM of AES.
- Lead, direct and oversee the functions of the Sourcing and Procurement team ensuring effective management of staff, budget, resources and compliance with agreed Service Level Agreements.
- Comply with the overall performance standards for service delivery across the organisation, monitor compliance and ensure customer needs are central to the organisations planning processes.
- Develop operational concepts in accordance with industry best practice and put forward compelling arguments and rationales to all levels and types of audiences to achieve the Sourcing and Procurement strategic direction.
- Communicate widely and with influence, gaining support for Sourcing and Procurement initiatives and plans.
- Ensure that all skill requirements within the team are met through ongoing workforce planning, staff development programs and internal and external recruitment in consultation with the GM of AES.
- Drive innovation and commit to collective AES accountability for service planning that delivers innovative, sustainable strategic outcomes across ANSTO.
- Apply management of financial and budgetary compliance and governance responsibilities, anticipating operational and capital requirements.
- Undertake business needs assessment, supply market analysis and commercial risk assessments to support procurement planning and sourcing decisions; develop, co-ordinate and lead sourcing activities to establish supply arrangements that meet business needs.
- Administer diverse contracts for the supply of goods and services, negotiate changes and modifications, monitor supplier performance management and compliance requirements through effective supplier relationships to enhance business outcomes.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The Manager Sourcing and Procurement operates with autonomy within agreed work plans, and is fully accountable for the delivery of diverse procurement and sourcing services consistent with best practice, relevant procurement and sourcing policies and statutory requirements. The position is also fully accountable for the quality, integrity and accuracy of expert procurement and sourcing advice provided.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Sourcing and Procurement strategy and objectives provide the context for the position.
- The position refers to the General Manager ANSTO Enterprise Services in relation to decisions that are likely to escalate or create substantial or contentious precedent; require a higher administrative or financial delegation, or submission to a higher level of management
- 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 AS-1682 (as amended or replaced).

Key Challenges

- Continually building professional knowledge in procurement and sourcing, the business and markets to enhance the expert advice and support provided to procurement and sourcing decision-makers, given the complexity of procurement and sourcing legislation and policy and the dynamic nature of markets.

- Developing and delivering sustainable, cost effective and efficient procurement and sourcing activities and solutions where issues and challenges are often complex, multifaceted and involve multiple external suppliers.
- Facilitating and advocating change and providing sound procurement and sourcing practice within business units across ANSTO.
- Effectively managing competing priorities and high volumes of work given the need to deal with strict deadlines, conflicting priorities and limited resources.

KEY RELATIONSHIPS

Who	Purpose
Internal	
General Manager ANSTO Enterprise Services	<ul style="list-style-type: none"> • Receive guidance and direction • Provide and share expert, authoritative and evidence based advice • Negotiate and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
General Managers, Key Stakeholders, Business Managers and staff	<ul style="list-style-type: none"> • Provide expert advice and analysis on all procurement and sourcing services and related issues. • Encourage and contribute to group decision making processes, planning and goals • Collaborate and share accountability and resources, • Negotiate and resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage performance and facilitate their ongoing professional development • Engage to monitor trends, performance and progress against the strategic and business plans and evaluate further support which may be required to ensure delivery against the plans
ANSTO Clusters	<ul style="list-style-type: none"> • Engage, consult regularly to determine specific supply requirements • Provide expert advice and exchange information • Collaborate on cross cluster/organisation projects
External	
Stakeholders	<ul style="list-style-type: none"> • Consult and collaborate to define mutual interests and determine strategies to achieve their realisation • Provide advice and information to support procurement and sourcing decision-making
Vendors/Suppliers	<ul style="list-style-type: none"> • Gather information to support analyses of markets and suppliers and contract performance • Explore business opportunities and develop innovative procurement and sourcing strategies and supply arrangements • Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the General Manager ANSTO Enterprise Services
Direct Reports	<ul style="list-style-type: none"> • Team Leader Procurement Operations x 1 • Manager Strategic Sourcing & Contracts x 1 • Senior Sourcing Contracts Manager x 1 • Sourcing & Contracts Manager x 3 •
Indirect Reports	<ul style="list-style-type: none"> • Commodity Purchasing Officer x 3 • Analyst – Sourcing & Contracts x 1

Financial Data (2025-2026)

Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required to travel to ANSTO sites and other organisations from time to time involving occasional national travel Infrequent international travel
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
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>AP-2362</u> of the ANSTO WHS Management System	<p>All Workers Officer (definitions found in appendix A of AP-2362) Group Executive / General Manager Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties</p>
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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree qualification in procurement and sourcing or related discipline and/or extensive equivalent relevant professional procurement experience.
2. Extensive experience in procurement and sourcing management and implementing sound and effective procurement/sourcing management systems and procedures.
3. High level knowledge and understanding of risk management and contract management best practices and their application in relation to end to end procurement management.
4. Well-developed oral and written communication, influencing, negotiation, conflict resolution, interpersonal and consultation skills, and the ability to work in partnership with senior executives and manage internal and external stakeholders.

5. Proven leadership skills and experience including the capacity to manage, develop and mentor staff and to build an effective and high-performance team.
6. High level analytical thinking, problem solving and decision-making skills with the ability to research, monitor and analyse complex information, plan effectively, identify risks, develop mitigation strategies to produce results, specifically in procurement.
7. Demonstrated experience in establishing, maintaining probity and promoting ethical business values and practices.
8. Proven ability to analyse complex issues, promote innovative thinking and drive business outcomes and performance.

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:	Grahame Batger	Name:	Emily Hodgson
Title:	General Manager, ANSTO Enterprise Services	Title:	Chief Financial Officer
Signature:		Signature:	
Date:		Date:	