



POSITION DESCRIPTION

Position Title:	Manager, Strategic Sourcing & Contracts
Cluster / Business Unit / Division	Finance & Operational Services
Section or Unit:	ANSTO Enterprise Services
Classification:	Band 7
Job Family:	Accounting & Finance
Position Description Number:	PD-2279
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The **primary objective** of the Manager Strategic Sourcing & Contracts is to provide strategic sourcing services to ANSTO.

- Subject matter expertise in all aspects of the end-to-end sourcing process (procure to pay/source to pay), including contract management.
- Provide a high level and broad range of advisory and support service to clients at all levels of the organisation in the areas of strategic sourcing, planning, tender and contract services, supplier sourcing, risk management, contract administration and procurement processing.
- Supporting ANSTO Divisions by high level advice on contract matters, contract negotiations, contract risk allocation, probity, cost benchmarking, value for money measurements and contract development skills that deliver against savings targets
- Provide Strong conceptual, planning, analytical and reporting skills with the ability to analyse issues, identify risks and implement robust mitigation solutions.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia’s most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The ANSTO Enterprise Services (ES) function comprises three key groups – Business Support Services: Supply Chain Services , 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 Source to Pay, 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

Shared Services operate as a central point of contact for employees seeking day-to-day general HR advice, services, and employee records management. The team are a resource for line managers and employees to assist with implementation and effective application of HR policies and practices.

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

- Manage and lead complex and major strategic sourcing projects in support of assigned customers or specific commodities or group of commodities
- Define and manage strategic sourcing strategies for assigned business and/or key commodities including suppliers and technologies including defining requirements, develops appropriate sourcing strategies, evaluates suppliers
- Provide management and leadership within a dedicated team of contract and commercial professionals to deliver the requirements of the contracts.
- Oversee the strategic sourcing process for assigned businesses such as identification and negotiation with suppliers
- Manages negotiation of contracts for business units and/or specific commodities and ensure ANSTO's interests are protected, including the strict application of legislation and delegations of authority.
- Conduct detailed Peer Reviews of all Tender documentation including Contract templates prior to Open Market Tender programs and Legal engagement.
- Utilise skills and knowledge of all relevant legislation to provide high level contract administration to ensure the overall governance and effectiveness of ANSTO's business processes and requirements.
- Apply knowledge and judgement to contractual matters when supporting clients on the more complex and/or sensitive 'non-standard' contract cases.
- Manages executive approval process and managers risk and controls for all sourcing activities
- Responsible for ensuring that support from other areas of sourcing meets senior business executive's requirements.
- Provide a broad range of 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.
- Solve complex problems using a range of lateral thinking processes and skills, including negotiating with internal and external parties, changes to legislation updating controlled document changes, disseminate revised procedures and to educate clients.
- Utilise strong relationship building, and management skills includes working closely with and influencing stakeholders to ensure compliance, control and consistency of procurement and related activities within ANSTO's institute/division business units.
- Produce written reports, instructions, and general information
- Undertake additional duties as required and during period of leave of other staff.
- Manage project insurance requirements and claims ensuring supplied insurances are maintained.
- Participate in post implementation reviews to ensure benefits realisation and understand lessons to be learned.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Finance Operations & Services strategy and ANSTO Enterprise Services objectives provide the context for the position.

- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to multiple business units and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Manager Sourcing & Procurement and General Manager-AES on complex, sensitive and major issues that have a significant impact on the Sourcing Team
- The position works directly with ANSTO business units to identify, document and manage risks associated with contract life cycles.
- 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

- Influencing stakeholders to deliver the best commercial and cost-effective outcomes and to ensuring business owners understand contract management life cycle and risk management.
- Provide the organisation with high level contract negotiation skills including risk mitigation
- Strike a balance between risk and cost to achieve budgetary outcomes and programs within tight timeframes
- Contract negotiation within Commonwealth Government frameworks

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Recommend and gain endorsement for plans and goals and other initiatives • Delivery of Strategic Sourcing Programs for ANSTO
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Conduct peer reviews of Strategic Sourcing Strategies and associated compliance documentation • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Negotiate and resolve conflicts
Other departments	<ul style="list-style-type: none"> • Engage, consult regularly to determine specific supply & contract requirements providing expert advice on commodity sourcing. • Contract guidance in conjunction with Legal Contracting Rules • Collaborate on cross organisations projects leveraging from extensive knowledge gained.
External	
Stakeholders	<ul style="list-style-type: none"> • Consult and collaborate to determine common interests and execute strategies to support business requirements • Provide advice and information to support procurements and sourcing decision-making • Consult and manage the delivery of the agreed procurement strategy for specific commodities required by business • Manage the tender evaluation process by coordinating all stakeholders to recommendations

Vendors, Suppliers	<ul style="list-style-type: none"> • Gather information to support market analysis and supplier performance • Explore and develop business opportunities and develop innovative procurement and sourcing strategies and specific supply arrangements. • Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements via supply management program
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POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager Sourcing & Procurement
Direct Reports	Nil
Indirect Reports	General Manager – AES in specific projects of strategic importance

Special / Physical Requirements

Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Frequent travel to ANSTO sites within Australia
Physical:	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 and flexible/hybrid working hours approved by General Manager-AES
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in <u>AP- All Workers 2362</u> of the ANSTO WHS Management System	Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Procurement and Strategic Sourcing or Supply Chain or relevant experience
2. Strong Leadership skills and people management experience
3. Extensive analytical skills, problem resolution, verbal and written communication skills
4. Extensive negotiation and project management skills, including identifying risk profile and associated mitigation strategies
5. Strong Team and Customer focus
6. Advanced knowledge in Microsoft Office programs, SAP modules Advanced knowledge in Microsoft Office and SAP modules for Logistics, Production, Product Costing and Profitability Analysis

7. Ability to identify inefficient and ineffective business process and implement improvements
8. Strong team member with the willingness to share information and actively participate in the team projects and activities
9. Flexible approach to work and the ability to apply judgement to manage conflicting

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:	General Manager AES
Signature:		Signature:	
Date:		Date:	