

# Position Description



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| <b>Position title:</b>   | Senior advisor – contract and procurement          |
| <b>Department:</b>       | Finance and business                               |
| <b>Classification:</b>   | Non-EBA  |
| <b>Reports to:</b>       | Finance manager, and director finance and business |
| <b>Primary location:</b> | Fawkner  |
| <b>Employment type:</b>  | Full-time, fixed term – five years                 |

## ORGANISATIONAL OVERVIEW

At the Greater Metropolitan Cemeteries Trust (GMCT) we believe in caring for your loved ones with dignity and kindness. Our 21 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 11,000 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services.

We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.

### Vision

Lasting memories, peaceful places.

### Mission

We provide the final care for your loved ones with dignity and kindness. We respect all peoples, our heritage, our communities and the environment.

### Values

Our values underpin all that we do at GMCT. They define how we conduct our business and how our employees approach their work. GMCT's values are:

- compassion
- respect
- sustainability
- integrity

## **POSITION OVERVIEW AND PURPOSE:**

The primary objective of this position is to provide procurement and contract support services to the organisation in relation to the broad range of goods and services – from construction to consulting services – that are acquired using competitive processes.

The position co-ordinates the end-to-end tender processes, prepares associated contract documentation and ensures adherence by staff to GMCT's procurement and contracting policies and procedures.

Liaison with other GMCT departments and the provision of advice to these departments on contract and procurement management will be a feature of the position.

Specific responsibilities of the role include the review of specifications and other procurement/preferred supplier documents, oversight of the overall procurement process, facilitation of the evaluation of procurements, assistance with preparation of evaluation reports when required, preparation of contract documents, and maintenance of the contract and procurement register.

In addition, this position will contribute to the strategic direction of the organisation by actively participating in the identification, formulation, development and implementation of organisational policies applicable to procurement, contracts and business management practices.

## **REPORTING LINE:**

This position is a member of the finance department and reports directly to the finance manager. There is one direct report to this role.

## **KEY RESPONSIBILITIES:**

Assistance with the development, maintenance and implementation of organisational policies applicable to procurement to ensure that:

- GMCT obtains, and can demonstrate that it has obtained, value-for-money
- GMCT is not exposed to undue risk (financial, legal, environmental, health, safety, etc.)
- GMCT's procurement processes maintain a high level of integrity and transparency
- GMCT has a culture of good governance where contract, procurement, probity and governance issues are proactively identified and managed
- the operational needs of the organisation are satisfied
- all staff involved in undertaking procurements and managing contracts are supported both directly and indirectly by the development of appropriate systems supporting documentation, training, etc.

The provision of support and advice to GMCT staff in relation to procurement and contracts, including:

- providing expert advice on and assistance with undertaking procurements of all levels
- review and assistance with the development of specifications, tender response requirements and associated schedules, tender information and conditions of tendering, and advice regarding the use of appropriate conditions of contract
- assistance and advice regarding the development of evaluation plans, including evaluation criteria and recommendation of the appropriate evaluation methodology etc.
- overview of and guidance to the tender evaluation panel during the evaluation process to ensure adherence to GMCT policy and process
- assistance to the tender evaluation panel in preparation of evaluation reports to ensure that a high level of probity is maintained throughout the evaluation process
- advice and support on conducting procurement debrief meetings with unsuccessful tenderers when required
- preparation of contract documents
- review of third party contract documents and advice to relevant staff members on level of adequacy
- provision of accurate and informed routine advice on contract interpretation and processes associated with contract management
- assistance in the development of a comprehensive program of the implementation of GMCT's planned preferred supplier process
- building staff capability by supporting them to improve their management of contracts and procurements and management of commercial issues in projects
- assist with training and information resources and activities
- data and records management for contract and procurement.
- development and administration of appropriate risk management strategies relating to procurement and contract management.

## **KEY ACCOUNTABILITES**

### **Provide leadership:**

- Identification and analysis of unspecified policy and strategic options.
- Work with minimal supervision, manage time, set priorities and achieve positive outcomes within broad parameters, including policies, procedures and relevant legislative requirements.
- Develop work plans and timelines and implement and complete these successfully.
- Develop options and resolution to problems within short timeframes and utilising available resources.

### **Build a viable and sustainable organisation:**

- Policy interpretation and identifying the need for policy development.
- Produce work of high quality within established timeframes.
- Exercise judgment, initiative and discretion.

### **Community, clients and stakeholders:**

- Proven capacity in working with others in a productive, structured, co-operative and integrated way.

- Demonstrated ability to communicate and negotiate with people from a wide range of disciplines across the organisation.
- Capacity for decision-making and ability to articulate reasons for decisions.
- Proven ability to gain co-operation of key stakeholders.

#### **People and workforce:**

- Provide professional consulting advice to all levels of the organisation regarding procurement, contracts, preferred supplier and business management practices.
- Ability to decide when professional legal advice is required.

#### **Governance and accountability:**

- Monitor and assess tender evaluation processes to ensure that they are conducted in accordance with policies and procedures, and relevant legislative requirements.
- Monitor and update the GMCT contracts register.

#### **Occupational health and safety/risk management:**

All employees, contractors and service providers are responsible for effective risk management practices. This includes ensuring that management is aware of risks associated with business operations and incident reporting.

All employees, contractors and service providers are to:

- understand and adhere to GMCT's OH&S policy, risk management strategy, and other policies and procedures
- assist their manager in identification, development and maintenance of the health and safety improvement action plan
- develop agreed and measurable success measures to support the health and safety management action plan and health and safety management strategy
- assist their manager in the input of risks, hazards or environmental risks into the risk register database
- implement hazard management practices in their daily activities
- report any injury, illness, asset of financial loss, hazard and near miss incident to their manager/supervisor within 24 hours of detection in accordance with GMCT procedures
- comply with health and safety practices in accordance with the OH&S Regulations 2007, Victorian WorkCover Authority codes of practice and the GMCT Safety Management Plan 2014.

### **KEY SELECTION CRITERIA:**

#### **Qualifications**

- A tertiary qualification in Commerce or Procurement, or lesser formal qualifications with demonstrated extensive relevant experience.

## Experience

- Demonstrated extensive experience in the establishment of contracts for a wide range of goods and services including infrastructure maintenance services, building and civil construction projects, IT projects, consultancy services, procurement of miscellaneous goods and services, etc.
- Proven capabilities in the preparation of written documentation including tender documents, contract documents including specifications, conditions of contract, conditions of tendering etc. including familiarity with Australian Standards form of contract.
- Demonstrated extensive experience in coordinating and evaluating tender submissions and a broad knowledge and understanding of tender evaluation processes and associated probity requirements.
- Familiarity with the Victorian Government Purchasing Board policies.

## Technical

- Proficient in Microsoft Office suite of programs.
- Thorough knowledge of the principles of competitive tendering, contracts, and financial and business management practices.
- Well-developed evaluation, analytical, investigative and problem-solving skills.
- Understanding of contract law.
- Contract performance management and administrative skills.
- Current driver's licence.

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| <b>Verification:</b> |
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The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

***I have read and understood the requirements of this role:***

***Position holder:***

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***Signature***

***Print Name***

***Date***

***Manager:***

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***Signature***

***Print Name***

***Date***