

## POSITION DESCRIPTION

<b>Position Title</b>	Commercial Manager		
<b>Organisational Unit</b>	Information Technology		
<b>Functional Unit</b>	Information Technology		
<b>Nominated Supervisor</b>	National Manager, Digital Innovation and Change		
<b>Classification</b>	HEW 8		
<b>CDF Level</b>	CDF <sub>2</sub> L	<b>Position Number</b>	10612203
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	24-APR-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

## ABOUT INFORMATION TECHNOLOGY

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Operating within the ACU's Corporate Services Portfolio, the Information Technology Directorate is a strategic partner in delivering technology enabled change and excellent IT services to support learning, teaching, research and business functions across ACU.

The Information Technology Directorate is led by the Chief Information Officer (CIO) and three Associate Directors. The CIO is responsible for overall strategic planning and governance, while the Associate Directors are responsible for specific portfolios representing the core functions of the Information Technology Directorate. These comprise of Cyber Security, Enterprise Services, and Client Services.

## POSITION PURPOSE

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The Commercial Manager coordinates, consolidates, negotiates, and optimises IT procurement activities to achieve cost savings and efficiency, while fostering vendor relationships and ensuring compliance with organisational standards.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Procurement and Vendor Management: <ul style="list-style-type: none"> <li>• Develop and implement strategies to optimise IT procurement processes, including sourcing, vendor selection, and contract negotiation.</li> <li>• Manage relationships with IT vendors, ensuring alignment with organizational goals and driving value for money.</li> <li>• Conduct regular reviews of vendor performance and service level agreements to ensure compliance and identify opportunities for improvement.</li> </ul>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

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Cost Management and Budgeting: <ul style="list-style-type: none"> <li>• Analyse IT expenditure and identify opportunities for cost reduction and optimization.</li> <li>• Develop and maintain budgets for IT procurement activities, tracking expenditures and ensuring adherence to financial guidelines.</li> <li>• Conduct cost-benefit analysis for proposed IT investments and initiatives, providing recommendations to senior management.</li> </ul>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Compliance and Risk Management: <ul style="list-style-type: none"> <li>• Ensure compliance with procurement regulations, policies, and ethical standards relevant to the higher education sector.</li> <li>• Mitigate commercial risks associated with IT procurement activities, including contractual, financial, and reputational risks.</li> <li>• Implement and maintain robust governance processes for IT procurement, ensuring transparency and accountability.</li> </ul>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Stakeholder Engagement and Communication: <ul style="list-style-type: none"> <li>• Collaborate with internal stakeholders across the university to understand IT requirements and priorities.</li> <li>• Communicate effectively with senior management, presenting procurement strategies, budget forecasts, and performance metrics.</li> <li>• Facilitate workshops and meetings with stakeholders to gather feedback and address concerns related to IT procurement processes.</li> </ul>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Continuous Improvement: <ul style="list-style-type: none"> <li>• Drive a culture of continuous improvement within the IT procurement function, fostering innovation and best practices.</li> <li>• Identify opportunities to streamline procurement workflows, automate manual processes, and enhance efficiency.</li> <li>• Monitor industry trends and developments in IT procurement practices, incorporating new methodologies and technologies as appropriate.</li> </ul>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

## HOW THE ROLE OPERATES

The position will require expert knowledge across a range of different areas and has the capacity to make decisions on behalf of the organisation.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position negotiates competitive contractual agreements with suppliers and/or governmental bodies of behalf of the organisation.
The position manages the overall operations; budget and/or strategic direction for a functional unit.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Experience - A relevant graduate or postgraduate qualification in technology, business administration, finance, or a related field.</li> <li>• Qualification - Proven experience in IT procurement, vendor management, and contract negotiation, preferably within the higher education or public sector.</li> <li>• Experience - Demonstrated track record of achieving cost savings and optimizing IT procurement processes.</li> <li>• Experience - Strong leadership and influencing skills, with the ability to inspire and guide teams toward common objectives.</li> <li>• Skill - Excellent analytical and problem-solving abilities, with a data-driven approach to decision-making.</li> <li>• Skill - Exceptional communication and interpersonal skills, with the ability to engage effectively with stakeholders at all levels.</li> <li>• Skill - Proficiency in procurement and asset management software/systems, as well as Microsoft Office suite.</li> <li>• Skill - High degree of integrity and professionalism, with a focus on delivering quality outcomes and maintaining confidentiality</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> <li>• Make informed, evidence-based decisions by sourcing and interpreting University and business information.</li> </ul>
<b>Essential Attributes:</b>	<p>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</p>
<b>Working with Children and vulnerable adults check</b>	<p>This role does not require a Working with Children Check.</p>

## REPORTING RELATIONSHIPS

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For further information about the structure of the University, refer to the Organisation Chart  
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

