

DECEMBER 2023

Position Description

Position Title:	Procurement Manager
Position Number:	#1090
Reporting to:	Chief Financial Officer (CFO)
Location:	Geraldton or Perth
Conditions of Employment:	Common Law Contract - Manager

PURPOSE

Reporting to the CFO the Procurement Manager is responsible for setting the strategy and direction of the Procurement (including Stores/Inventory) function at MWPA. Currently the role is responsible for Procurement Spend of \$28M p.a, oversees circa \$405M in major projects spend and a stores inventory holding of around \$6M.

The role is integral in establishing strategic long-term partnerships with suppliers to meet MWPA and State Government priorities, implementing contemporary inventory management protocols, establishing optimized processes that enabling best practice processes, executing the tender process, setting the terms and conditions for all legal templates, and negotiating contracts and agreements to reduce MWPA's risk exposure.

The Procurement Manager is integral in setting the procurement strategy for the Major Projects Team, and provides direction and process oversight for all projects, ensuring probity and adherence to controls for all procurement decisions are achieved.

The Procurement Manager is key in building and maintaining strong relationships with internal and external stakeholders and ensuring that MWPA policies and procedures as well as regulatory, environmental and relevant standards are followed.

The role has 5 direct reports - 4 Purchasing Officers and 1 Stores Coordinator and also provides oversight of the Procurement Officer Major Projects.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
LEADERSHIP	<ul style="list-style-type: none"> ▪ People Management (5 Direct, 1 Indirect) ▪ Organisational Culture ▪ Continuous Improvement ▪ Health and Safety ▪ Optimised Processes

<p>PROCUREMENT</p>	<ul style="list-style-type: none"> ▪ Coordinate Procurement Activities ▪ Owner of Tender Processes ▪ Develop and Implement Procurement Strategy ▪ Policy Review and Development ▪ Expert in Terms & Conditions ▪ Manage risk exposure in all procurement decisions ▪ Project Management ▪ Advice and Guidance ▪ Major Capital upgrade review and oversight ▪ Spend Management of circa \$28M expense, \$10M Capital and \$6M inventory
<p>BUSINESS UNIT MANAGEMENT</p>	<ul style="list-style-type: none"> ▪ Strategic Procurement Plan and implementation ▪ Supplier Stakeholder Management ▪ External and Internal Communications ▪ Procurement Budget – circa \$800k pa
<p>COMPLIANCE</p>	<ul style="list-style-type: none"> ▪ Reporting, Auditing and Administration ▪ Develop and Abide by MWPA Policy, Procedure and Relevant Legislation
<p>STORES/INVENTORY MANAGEMENT</p>	<ul style="list-style-type: none"> ▪ Management of logistics, warehouse, transportation, and supply chain customer services ▪ Developing and maintaining policies and procedural documentation to ensure adequate control of stores/inventory transactions and business requirements ▪ Ensuring warehouse operations adhere to all applicable laws, guidelines, and ISO requirements ▪ Developing reports of all inventory transactions to allow full visibility to relevant business areas ▪ Keep detailed records, generate reports, and develop presentations to help management understand the logistics perspective ▪ Understanding of legal documents, such as contracts ▪ Overseeing the tender and selection process of requirements, including negotiating contract terms and rates ▪ Implementing optimised processes for all inventory transactions through an established ERP tool ▪ Working with other internal departments to incorporate supply chain logistic requirements within policies and procedures of those operations ▪ Responsible for stores budgets and expenditures ▪ Implementing, updating, and evaluating supplier/customer metrics to assess performance

	<ul style="list-style-type: none"> ▪ Understanding of the principles of accounting and finance within the supply chain
--	---

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Relevant Tertiary Qualifications in Logistics, Supply or Procurement, Business disciplines; and
- Continuous Improvement Qualification.

DESIRABLE

- Legal certification / training in contract terms.

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- 10+ years' experience in a Senior Procurement role with superior understanding of procurement activities and proven track record in delivering / achieving targets;
- Exceptional Procurement and Inventory Management skills;
- Strategic thinker;
- Anticipate opportunities and set challenging goals;
- Outstanding negotiation and problem-solving skills;
- Strong financial acumen and analytical skills;
- Results focused and strives for standards of excellence;
- Highly motivated self-starter who can work with minimum supervision;
- Well-developed written and verbal communication skills; and
- Strong computer skills in Microsoft Word, Excel, Outlook and database systems.

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE