

TITLE	POSITION DESCRIPTION - MANAGER
Related Process	Recruitment and Selection

POSITION	Procurement Manager
REPORTING TO	Strategic Procurement Manager
SECTION / DEPARTMENT	Supply Chain
DIRECT REPORTS	0
FUNCTIONAL REPORTS	0
DATE OF LAST REVISION	September 2018

Business Overview and Values

Naval Ship Management (Australia) Pty Ltd (NSM) is a leading provider of asset management solutions to the Australian maritime sector. Utilising a team of highly skilled professionals strategically located across Australia in conjunction with a robust, agile and scalable international supply chain, NSM provides cost-effective, responsive and customer-focused solutions that optimise the availability and capability of our customers' critical assets.

Established in 2012, services provided by NSM include: Engineering Support Services; Maintenance Support Services; Ship Repair, Refit and Refurbishment; Supply Chain Management and Procurement and Logistics.

Position Overview

The Procurement Manager will be responsible for the short to medium term procurement decisions that meet operational requirements whilst minimizing contract risk and maximizing value for money.

Key to this role will be the development of procurement initiatives within the procurement manager's market scope which will include analysis of the market, supplier engagement, establishing of contractual and pricing arrangements and ongoing supplier performance management, monitoring and reporting.

Principal Duties and Responsibilities

The following aspects of this position are indicative only and in no way limit NSM in allocating additional responsibilities to the employee, within the scope of the employee's level of competency, experience, knowledge and qualification.

Procurement

- Review market pricing structures and establish frameworks that create transparency across varying services and trades, for the established category
- Development of procurement management plans and strategies
- Negotiations and agreements with suppliers including contract terms and pricing structures, whilst mitigating commercial risks to the business
- Establishment of long term partnerships and preferred suppliers as well as ongoing assistance with the development of relationships with all suppliers to the business
- Liaise with subcontractors and suppliers to identify cost effective procurement processes that reduce overall costs
- Collaborate with the Operations and Commercial function to ensure that operational requirements are being met whilst commercial policy is being adhered to
- Ongoing performance management, analysis and reporting of subcontractor performance

HSE Leadership

- Contribute to a "Safety First" culture through demonstrating "felt leadership" and participation in HSE initiatives;
- Never walk past any unsafe act or condition;

- Never take any actions that could reasonably be seen to adversely affect your personal health and safety or that of any other employee, contractor, visitor, and customer or community member; and
- Take all reasonable steps to ensure the health and safety of yourself and others subject to any limitations and/or obligations defined within the integrated management system.

Leading Teams

- Provide leadership and direction to all team members (direct & indirect), so that all employees are: engaged with the business; understand and adopt NSM's values, strategy and plans; and are motivated to achieve their objectives and improve the business;
- Establish clear communication within the team by creating and maintaining a culture of openness, communication that is responsive, and honest, with and from all members of the team, providing innovation and organisational agility;
- Coach and mentor all direct reports on all aspects of their role;
- Address poor performance and inappropriate behaviour in a timely manner, taking disciplinary action where required within guidelines of policies and procedures;
- Maintain a focus on the development of our people, identify resourcing gaps, and actively participate in the recruitment process as required to meet business needs;
- Ensure that all direct reports have a career development plan, clear and documented objectives aligned to the strategic objectives of the company, which are formally assessed on a 6-monthly basis; and
- Ensure succession plans are in place for all key roles that are direct reports.

Continuous Improvement

- Develop and implement policies and procedures as required; and
- Evaluation and enhancement of policies, process, procedures and systems.

General

- Ensure individual and team compliance with all NSM policies, procedures, guidelines in a way that not only meets company requirements, but also addresses commercial obligations, risk management, and protection of intellectual property. These policies etc. include, but are not limited to:
 - Code of Conduct
 - HR / People & Culture (incl. Anti-Discrimination, Harassment and Workplace Bullying)
 - HSE (incl. Fitness for Work)
 - IT (incl. access and use of systems and software)
- Ensure that decision making is made in accordance with the Delegations of Authority Limits policy; and
- Other duties as needed or required.

Qualifications / Knowledge / Experience / Attributes

Essential

- Extensive experience in a strategic procurement or large scale buying role
- Leadership skills to be able to inspire and motivate others to drive business outcomes
- Strong problem-solving skills and the ability to balance conflicting priorities
- Superior interpersonal, negotiation, influencing and stakeholder management skills
- Superior communication skills; both written and verbal
- Knowledge and understanding of Commonwealth Procurement processes and policies and practical application of the Commonwealth Procurement Guidelines would be advantageous
- Strong systems, operational, financial, resource planning and reporting understanding
- Demonstrated ability to work independently to organize and prioritize demands, handle multiple complex tasks simultaneously, set and meet deadlines and follow through within a fast-paced environment with multiple competing demands

Essential Compliance Requirements

- Must either hold, or be eligible to obtain an Australian Defence Security Clearance

Verification

I confirm that I have read, understand and accept the contents detailed above and confirm my commitment to the purpose, mission and values of Naval Ship Management.

	NAME	SIGNATURE	DATE
EMPLOYEE:			
MANAGER:			
LAST UPDATED BY:			