

APPLICANT PACK

Manager Contracts and Procurement

Gladstone Regional Council



CONTACT

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We respectfully acknowledge the Traditional Owners, the the Bailai, the Gurang, the Gooreng Gooreng and the Taribelang Bunda people, as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Living in the Gladstone region in Queensland offers a unique blend of coastal beauty, modern convenience and natural wonders. Residents enjoy access to stunning beaches, picturesque parks and the Southern Great Barrier Reef. Gladstone provides an attractive destination for families, professionals and nature enthusiasts alike.

The Manager Contracts and Procurement position has a vital role in the performance and sustainability Gladstone Regional Council and its community. By providing leadership to the Contracts and Procurement team, leading procurement initiatives and providing high level guidance and advice to the organisation, the Manager Contracts and Procurement will ensure consistency, cost-effectiveness and efficiency, maximising value from the Council's procurement activities and supply arrangements.

The ideal candidate will be passionate about managing a specialist team and overseeing end-to-end procurement services to the organisation. They will ensure adherence to processes and foster transparency and trust. By maintaining consistency, adequacy and compliance, the Manager Contracts and Procurement will mitigate risks and safeguard the organisation's resources.



Key Responsibilities

- Inspire and build team alignment by modelling excellence, encouraging individual accountability and ensuring engagement.
- Lead a strategic, well-planned and risk-based approach to procurement and contracting activities, ensuring value for money, quality, effective supplier management and internal customer satisfaction.
- Develop, maintain and continuously improve the procurement team, its services to the organisation and procurement processes.
- Ensure ethical and transparent governance of all procurement and tendering activities, manage probity and take a proactive approach to procurement and contractual risks.
- Elevate procurement activities beyond the transactional level by being proactive and finding synergies and efficiencies across the organisation.
- Develop and implement innovative solutions for procurement challenges and opportunities within the council's operations and capital works programs.

Key Projects

The Gladstone Regional Council is highly involved in a wide range of infrastructure investments, and the Manager Contracts and Procurement will play a key role in the negotiation and management of significant project procurements relating to:

- Infrastructure Capital Works Program
- Water and Wastewater Projects
- Sustainability and Hydrogen Projects
- Desalination Plant
- Contract Renewals.



Opportunities and Challenges

The role of Manager Contracts and Procurement offers several unique challenges and opportunities. These include:

- The incumbent will be offered an opportunity to shape and guide a moderately new team, enabling trust and confidence with its members. The Manager Contracts and Procurement will be motivated to create a motivated and collaborative team environment based on trust, accountability and ownership.
- There is a challenge in navigating and managing supply chain limitations. This involves proactively identifying potential supply issues, developing contingency plans and negotiating with suppliers to ensure continuous availability of necessary materials and services.
- There is a significant opportunity to partner with the infrastructure project delivery team to support the efficient management of a high volume of capital works programs. The partnership will be crucial for the delivery of infrastructure projects to the community and will require establishment and optimisation of the associated contracts and procurement functions.
- There are unique opportunities to engage in interesting contract negotiations and capital works, including water, wastewater and a desalination plant. These projects will present unique challenges and opportunities, requiring innovative approaches and strategic thinking to negotiate favourable terms and ensure successful project outcomes.

The Team

The team comprises of 15 dedicated members, including 5 direct reports, with a culture that emphasises warmth, constructiveness and a solutions-focused mindset. It is an inclusive and supportive environment, where collaboration and innovation thrive.

There are some potential changes to the team, with two new appointments. Despite the changing environment, the culture remains strong and dedicated to achieving excellence and high levels of customer service.

Stakeholder Engagement

There is a significant focus on project-specific interactions, presenting numerous opportunities for joint procurement initiatives. The Gladstone Engineering Alliance (and other key stakeholders) are eager to partner with Council and engage early in the council's procurement processes, enhancing market awareness and enabling better planning, collaboration and industry preparedness. Engaging with the contractor market is crucial, ensuring that procurement strategies align with project requirements, capitalise on potential synergies within the region and provide supply assurance to the organisation.

Internal Relationships:

- Executive Leadership Team
- General Manager Operations
- Councillors
- Manager Works, Planning and Scheduling
- Manager Governance
- Senior Legal Advisor
- Group Manager
- Broadly Across Council

External Relationships:

- Suppliers
- Contractors
- Government Departments
- Public Stakeholders





Qualifications, Skills & Attributes

- Post Graduate Qualification in a related discipline
- Strong experience in the management of contract and procurement functions
- Advanced negotiation capability
- Excellent communication and interpersonal skills
- Experience in local government will be highly regarded.



Salary Package Information

Gladstone Regional Council has a strong focus on creating a safe, inclusive, and efficient workforce and providing an opportunity for personal growth and career development for its employees. Council employees enjoy flexible work arrangements, learning and development opportunities, health and wellbeing initiatives and more including:

- Base Salary: \$173,521 - \$191,786
- 9 Day fortnight (for EBA positions)
- Relocation reimbursement - Assistance up to \$5,000.00 plus reasonable travel expenses for you and your immediate family to travel to the Gladstone region is available. Reasonable travel expenses shall not exceed the cost of an economy airfare, but may include fuel for a motor vehicle, train fare, bus fare, or economy airfare.
- Superannuation - Superannuation is administered under the Local Government Act 2009, which requires you to make a compulsory contribution of 6% of your salary on the completion of 12 months continuous employment with Council. You may elect to commence this contribution at any time from commencement, and upon doing so, Council will increase its contribution from the standard super guarantee of 10% to 12%.
- We are fortunate to live in an attractive, growing region and proud to provide opportunity for personal growth and career development for our employees.
- You will be rewarded with a competitive salary including generous superannuation and a flexible roster that supports a generous work-life balance.
- We offer a range of employee benefits including free physiotherapy, support services, and discounted health cover and fitness memberships.



About Council

The Gladstone Regional Council located in Central Queensland, and boasts national parks, state forests, beaches, islands and is known as the gateway to the Great Barrier Reef.

Gladstone Regional Council oversees a dynamic coastal region in Central Queensland, covering an area of 10,484 square kilometres with a population of approximately 65,431.

Notable communities in the Gladstone Region include Gladstone City, Tannum Sands, Boyne Island, Agnes Water, Seventeen Seventy, Calliope, Miriam Vale, Mount Larcom and Rosedale.

The council is composed of nine councillors, including the Mayor, and employs 774 staff members. The council operates with an estimated annual budget of \$84 million and manages \$2.9 billion in assets. In the 2022/23 financial year, the council reported total revenue of \$261.9 million and total expenditure of \$238.9 million.

The council controls key assets such as the Gladstone Airport and operates the Gladstone Entertainment and Convention Centre along with a network of libraries. Gladstone Regional Council also has three administration centres located in Gladstone Central, Calliope, and Miriam Vale, facilitating efficient governance and service delivery across the region.



Links to Council Information





Organisational Structure





Living in the Region



Housing

Housing in the Gladstone Region offers a diverse range of options to suit various lifestyles and budgets. The area features a mix of modern apartments, family homes and rural properties, providing residents with choices that cater to different needs. The region's affordability and availability of land make it an attractive location for both homebuyers and renters. Additionally, the community's growth and development have led to ongoing improvements in infrastructure and amenities, enhancing the overall living experience.



Educational Facilities

The Gladstone Region boasts a comprehensive range of educational facilities catering to all levels of learning. There are numerous primary and high schools throughout the region, ensuring accessible education for families. For further education, the region is home to the Gladstone campus of Central Queensland University (CQU), offering a variety of undergraduate and postgraduate programs. Additionally, the Central Queensland TAFE provides vocational training and education in various fields, supporting skill development and career advancement for residents.



Healthcare

The Gladstone Hospital provides a wide range of medical services, including emergency care, surgery and maternity services. In addition to the public hospital, the region has several private healthcare facilities, including the Gladstone Mater Hospital. Numerous medical centres and clinics are distributed throughout the region, ensuring accessible primary healthcare. These facilities are supported by allied health services such as physiotherapy, dental care and mental health services, contributing to a well-rounded healthcare system for the community.



Living in the Region



Shopping & Dining

Key shopping destinations include Stockland Gladstone and the Gladstone Central Shopping Centre, both offering a wide range of retail stores, supermarkets and specialty shops. The region also features numerous boutique stores and local markets, providing unique shopping experiences. Dining options are abundant, with a variety of cafes, restaurants and eateries offering cuisines from around the world. Popular dining precincts include the Gladstone Marina, which hosts waterfront restaurants and the Goondoon Street area, known for its eclectic mix of dining venues.



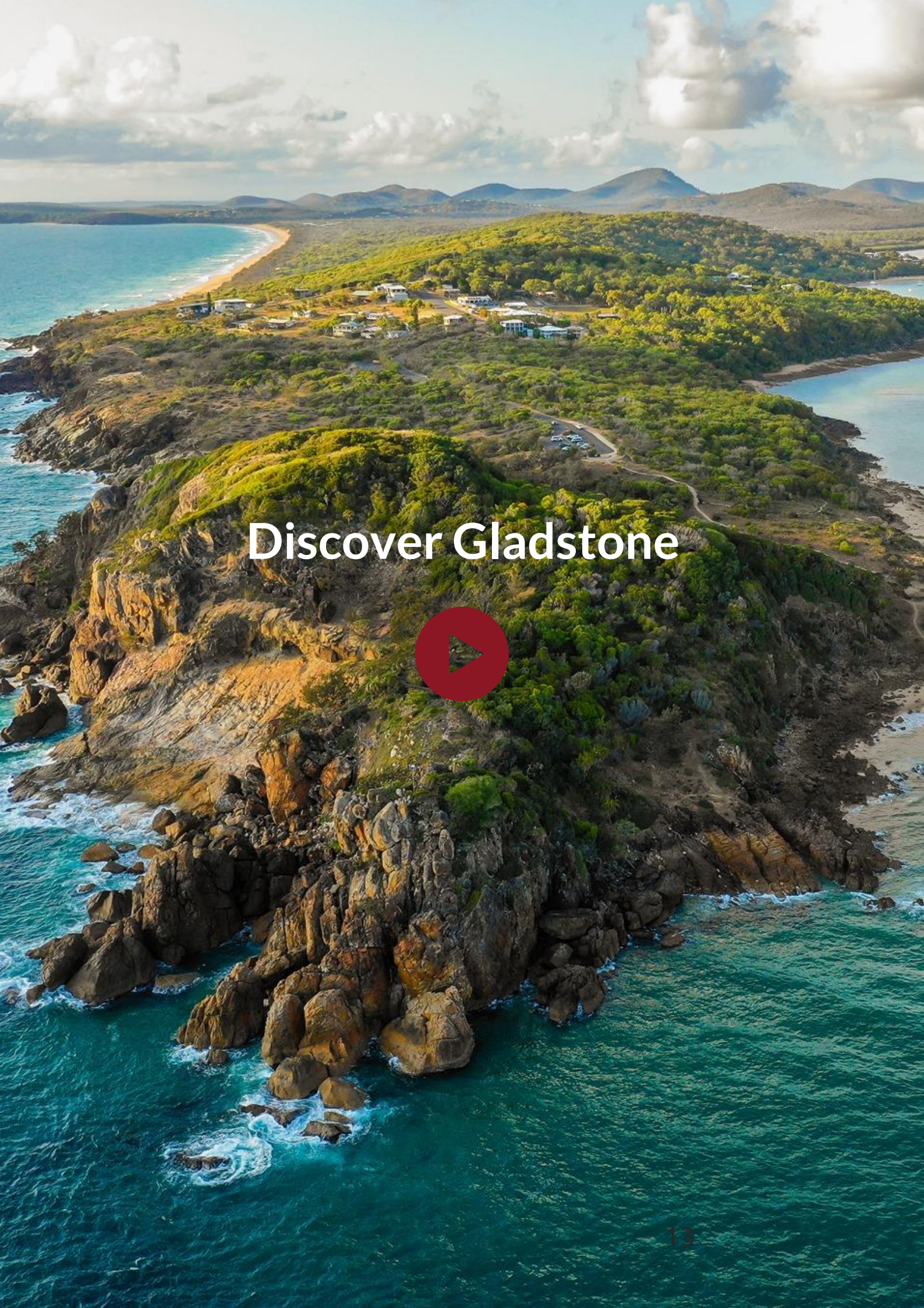
Sports & Recreation

Numerous sporting clubs cater to a wide range of interests, including football, cricket, netball and rugby. The region is also home to several modern sports facilities, such as the Gladstone Aquatic Centre and the Gladstone Tennis and Squash Centre. Outdoor enthusiasts can enjoy activities like hiking, fishing and boating, with access to beautiful parks, trails and waterways. The region's proximity to the Great Barrier Reef provides exceptional opportunities for diving, snorkeling and other water sports.



Getting Around

Located approximately 550 kilometers north of Brisbane, the region is easily accessible by road via the Bruce Highway, offering a scenic drive through Queensland's countryside. For air travel, the Gladstone Airport serves as a vital gateway to the region, providing regular flights to and from major cities such as Brisbane and Rockhampton. Within the region, public transport options include bus services operated by Gladstone Transit, connecting various suburbs and communities.



Discover Gladstone



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Demonstrated strong experience in managing contract and procurement functions, preferably within a local government setting.
- Demonstrated ability to lead and manage a diverse team, fostering a collaborative and high-performing working environment focused on customer satisfaction.
- Advanced negotiation skills with a proven track record of securing favourable contract terms.
- Proven experience in leading a strategic approach to procurement and contracting activities, ensuring value for money, quality supply, effective supplier management and internal customer satisfaction.
- Relevant post-graduate qualifications.



Applications Open

- Week Commencing
Monday 10 June 2024



Applications Close

- Upon identification of suitable applicants



Initial Assessment

- Week Commencing 1 July 2024



Council Interviews

- TBA

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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 angie.Simmonds@leadingroles.com.au



Leading Roles

People ▶ Performance ▶ Partners

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ATTACHMENT

Position Description

Gladstone Regional Council

Position Description

| | | | |
|---------------------------------------|---|---------------------|-------|
| Position Title | Manager Contracts and Procurement | | |
| Position No/s | 11260 | | |
| Business Unit | Finance Governance & Risk | | |
| Group | Contracts and Procurement | | |
| Work Location | Calliope Office | | |
| Position Status | Permanent Full Time | | |
| Classification Level | Common Law Contract | | |
| Employment Conditions | <i>Industrial Relations Act 2016</i> | | |
| Reporting Line | General Manager Finance Governance & Risk | Position No. | 11118 |
| Appointments Under Legislation | Not Applicable | | |

PART A

POSITION PURPOSE

This is a key strategic management role responsible for leading centralised procurement efforts to ensure consistency, cost effectiveness, efficiency and adequacy of the procurement process in order to maximise value received from suppliers. The position is responsible for overseeing and facilitating the end-to-end procure to pay function, supervising a multi-discipline team of contracts and procurement professionals and ensuring all employees adhere to procurement processes.

POSITION RESPONSIBILITIES AND KEY ACCOUNTABILITIES

- Lead a strategic whole-of-Council approach to all procurement and contracting activities to ensure best value for money, quality supply, effective supplier management and highly satisfied internal customers.
- Establish essential guidelines for procurement processes, manage inventory and continuously consider opportunities for improvement, achieving value for money and resource efficiencies.
- Develop, oversee and direct the execution of procure to pay strategies across the organisation to ensure consistent and high-quality value delivery.
- Role model effective leadership behaviours to inspire team, build alignment and foster commitment, ownership, accountability and trust; facilitating engagement and motivating team members to accomplish corporate and business unit goals.
- Manage aspects of probity as it applies to the procurement and tendering activities, ensuring ethical and transparent governance of all procurement and tendering activities and ensuring that processes can withstand scrutiny within the commercial, legislative and political environment.
- Supervise tender and quoting processes from pre-market through to contract award and close out in accordance with statutory and administrative delegations, Procurement and Contract Management Corporate Standards.
- Take a proactive approach to risk management, ensuring procurement and contractual risks are identified, addressed, reported and where appropriate, escalated.
- Monitor and evaluate the performance of suppliers, addressing any issues with internal teams and/or suppliers.
- Perform the functions of Council's contract entity including executing contracts and variations, issuing notices and letters and appointing superintendents/client representatives.

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Position Description

- Ensure that contracts are executed in line with specifications and that variations are dealt with expeditiously, fairly and in line with the terms and conditions of the contract, Council's Procurement Policy and Corporate Standard.
- Represent Procurement as a key stakeholder in the Capital Portfolio Working Group, with the responsibility of assessing projects and conducting deliverability reviews of projects within the Capital Portfolio, to ensure the most efficient procurement process can occur.
- Provide effective management oversight of all procure to pay activities, including initiating internal audits as required to ensure all accounts payable, purchasing and tendering processes are completed in accordance with delegations, regulations, policies and procedures.
- Management oversight of Council's contractual arrangements providing expert advice and support to the whole of Council.
- Review contractual departures proposed by suppliers and provide commercial responses in line with Council's standard contracting position, risk management profile and market conditions, seeking support from General Counsel as required.
- Consistently work to maximise cost-effective arrangements for goods and services for Council; and analyse inventory levels for current stock, to determine what products should be purchased to enable Council's business units to effectively and efficiently support operations.
- Serve as the primary contact for contractual and procurement related questions, training, policy and procedure interpretation and alignment by all business units.
- Manage current procurement policies, standards and programs with a focus on their ability to enhance organisational value and efficiency; meet regularly with respective business units regarding procurement for their understanding and/or recommendations to enhance policies, procedures and develop, communicate and implement new/revised policies, procedures and programs as needed.
- Provide strategic management advice to the General Manager, CEO, Councillors and other executives on matters relating to contracts and procurement activities to assist them in making informed decisions, and to sustain current knowledge of all business matters pertaining to procurement and contract functions across Council.
- Prepare and present reports to Council and the Audit and Risk and Improvement Committee to provide updates on the operations and activities of Contracts and Procurement, to provide a level of confidence to Councillors, Committee Members, CEO and the Executive Leadership team, and where decisions are required to be made by Council for the awarding of contracts.
- Keep abreast of any developments that may affect the supply or demand of goods and services and maintain high level technical knowledge of products or services used by Council.
- Maintain high-level knowledge of contemporary contract and procurement practices and trends relevant to industry.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

These relationships are important for understanding the nature of the interpersonal skills required to successfully perform the role.

- The Executive Leadership Team.
- General Manager Operations.
- Councillors.
- Manager Works Planning and Scheduling.
- Manager Governance.
- Senior Legal Advisor.
- Respective Group Managers.
- Council leaders across the business.
- Members of the public.
- Other employees.
- Suppliers and contractors.
- Government departments (local, state, federal).

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ESSENTIAL REQUIREMENTS

1. Bachelor's Degree of Business (or related discipline) or demonstrated equivalent experience and success in the management of contract and procurement functions, together with significant experience negotiating and executing contractual terms and conditions that improve corporate results.
2. Demonstrated track record and success in building a high-performance culture and team whilst fostering a collaborative environment and role modelling leadership behaviours and values.
3. Senior level negotiation and communication skills and demonstrated experience in successfully working through difficult and complex issues and negotiations.
4. Excellent written and verbal communication skills with the talent to present facts and opinions articulately, persuasively and objectively to a wide variety of audiences, including at Board/ Council level.
5. Significant experience in effectively managing risk including identifying, mitigating, and presenting procurement and contractual risk in an appropriate way for different audiences.
6. Proven track record in successfully implementing change across a complex multi-disciplinary function/ organisation to improve corporate results and performance of the function and team.
7. Fluent in the use of technology software and applications and the ability to effectively leverage technology to support improved business outcomes.
8. Legally able to drive a motor vehicle in Queensland.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

1. Post graduate qualification in a related discipline.
2. Recognised qualifications in government procurement and contracting or the commercial equivalent.
3. Previous local government experience.
4. Experience with face to face customer interaction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position is required to work indoor and at times outdoor and will require periods of sitting at a desk and operating a computer and telephone. The position also requires the employee to work outdoors carrying out physical tasks which may include manual handling, repetitive bending, kneeling, twisting and/or squatting, and lifting.

SUPERVISORY CONTROL AND EXTENT OF AUTHORITY

- This position works under strategic direction from the General Manager Operations.

PART B

KEY PERFORMANCE STANDARDS AND EXPECTATIONS

- Act as the leader or principal decision maker of an operationally distinct function, program or business unit/group, who may act independently within the position accountabilities, delegations and Council policy, including performance of the function.
- Maintain strong and effective relationships across Council incorporating and strengthening collaborative and interdisciplinary teamwork.
- Lead and promote a culture of high performance and support staff to deliver on strategic and operational objectives across Council.
- Take a leadership role in communicating strategy to your teams and assist staff to understand their role in delivery.

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- Develop the capability of Council's workforce through effective performance management, talent management and succession planning.
- Foster high levels of staff engagement and mutual trust and respect in the work environment; valuing diversity and creating an environment where employees can perform at their best in a workforce free from discrimination and bullying.
- Develop, communicate, promote and inspire others to share ownership of and contribute to Council's vision and strategic goals.
- Role model Council's values; maintain confidentiality and always act in accordance with Council's Code of Conduct.
- Represent the business by promoting a positive image, ensuring customer-focused, efficient and safe service delivery.
- Seek regular feedback and self-assess personal/professional strengths and weaknesses for development and to pursue professional growth.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority.
- Maintain awareness and take responsibility for identifying and managing risks associated with performance of duties and escalate risks where required.
- Analyse, monitor and report risks associated with performance of duties ensuring compliance with Council's endorsed risk management framework.
- Acquire and maintain current knowledge of the requirements and functions of employees and Council under the *Local Government Act 2009*.
- Remain abreast of statutory requirements of the *Work Health and Safety Act and Regulations 2011*, *Anti-Discrimination Act 1991*, *Information Privacy Act 2009* and *Right to Information Act 2009* and any other state and federal legislation delegated to Council.
- Understand and apply environmental standards, policies and procedures and take all reasonable and practicable measures to minimise harm to the environment including identification and reporting of environmental incidents.
- Implement controls and management measures to minimise the risk of harm to the environment ensuring compliance with Council's environmental obligations.
- Monitor the environmental performance of Council and ensure effective management processes are in place to support continual improvement and fulfilment of Council's environmental obligations.
- Ensure you and your colleagues comply with the *Work Health and Safety Act 2011*, policies, procedures and advices with a particular emphasis on risks and duties of workers as well as seeking appropriate on the job training.
- Log all workplace health and safety concerns, breaches or incidents into Council's safety system.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.
- Provide leadership to ensure the work environment supports work health and safety (WHS) legislation and systems.

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Position Description

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Performance standards and expectations relating to this position will be detailed in relevant performance and review plans.

POSITION APPROVAL

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|----------------------|--|
| Approved by: | General Manager Finance, Governance & Risk |
| Revised Date: | September 2023 |