



APPLICANT PACK

Chief Procurement Officer

City of Gold Coast



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People ▶ Performance ▶ Partners

CITY OF
GOLDCOAST™

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We acknowledge and pay respects to the traditional Aboriginal people of these lands and waters and we acknowledge all their descendants. We also acknowledge the many Aboriginal people from other regions as well as Torres Strait and South Sea Islander people who now live in the local area and have made an important contribution to the community.



The Role

The City of Gold Coast, Australia's sixth-largest city, is renowned for its thriving economy, stunning coastline and diverse community of over 635,000 residents. As the city prepares for the transformative opportunities presented by the 2032 Olympic and Paralympic Games, it seeks visionary leaders to drive change and innovation.

Under the leadership of CEO Tim Baker, the City has embarked on an ambitious journey to modernise operations, including transforming its procurement practices. With an annual budget of \$2.2 billion and 4,500 staff delivering over 268 services, this is a unique opportunity to influence and elevate procurement to align with world-class standards.

The position of Chief Procurement Officer has undergone a significant evolution, transitioning from being part of the CFO's responsibilities to becoming a standalone position, offering a unique opportunity to redefine procurement in a centralised structure.

Role Overview

The Chief Procurement Officer (CPO) is a pivotal leadership role responsible for driving procurement excellence, strategic governance and cultural transformation. Reporting to the Executive General Manager Business Services, the CPO will oversee the procurement branch comprising approximately 120 staff. This role involves managing procurement portfolios across infrastructure, goods and services to align with the City's strategic goals and operational budgets.

The CPO must balance strategic leadership with operational excellence, addressing legacy challenges and empowering the team to adopt a unified, forward-thinking approach to procurement. The CPO will guide the City through a significant transformation in how procurement is approached, ensuring compliance, innovation and long-term value for money.



Key Responsibilities

- Lead the development and implementation of strategic procurement plans to deliver sustainable outcomes and optimise resources.
- Drive procurement governance and compliance while fostering a risk-based approach to decision-making. Historically, the City has been risk-averse; the CPO must balance compliance with agility to meet the demands of capital works and other programs.
- Collaborate with internal and external stakeholders to build robust partnerships and enhance the City's procurement reputation. This includes fostering strong vendor relationships to position the City as a preferred client and ensuring timely payment and cost-efficient practices.
- Oversee the modernisation of systems and processes to achieve operational efficiency and best-practice procurement outcomes.
- Provide strategic advice to the Executive Leadership Team and elected officials to influence policy and decision-making.
- Lead and inspire a team of approximately 120 staff, fostering a high-performing, collaborative and innovative culture.



Workforce Leadership and Change Management

As a member of the City's Senior Leadership Team, the CPO will work alongside peers, including the Chief Financial Officer, Chief Technology Officer and other senior executives, to drive organisational strategy and ensure alignment across departments. The ideal candidate will thrive in this collaborative and supportive environment, demonstrating strong influencing skills and an innovative mindset to confidently engage stakeholders and drive strategic outcomes.

The procurement branch has experienced significant change as part of the broader organisational transformation. The CPO will play a pivotal role in rebuilding trust within the team, aligning staff with the City's objectives and fostering a high-performing, collaborative culture. This includes addressing legacy processes to establish a unified and forward-thinking approach to procurement, supporting a diverse workforce of long-serving staff and recent hires in adopting new systems and strategies, and empowering employees through professional development and clear succession planning. Additionally, the CPO will recruit and mentor senior managers to fill key vacancies, ensuring strong leadership and stability across the branch.



Opportunities and Challenges

Opportunities:

- Lead a transformative journey to establish best-practice procurement processes.
- Partner with vendors and suppliers to enhance efficiency, manage costs and position the City as a preferred client.
- Influence strategic outcomes in preparation for the 2032 Olympic and Paralympic Games.

Challenges:

- Managing diverse stakeholder expectations, including political, community and commercial interests.
- Modernising outdated processes while balancing compliance with operational agility.
- Driving cultural transformation within the team and rebuilding a one-team approach.

Stakeholder Engagement

The CPO will engage with a wide range of stakeholders, both internal and external, to achieve strategic alignment and operational excellence.

Key relationships include:

- **Internal Stakeholders:** Councillors, Executive General Managers, Senior Leadership Team and departmental heads.
- **External Stakeholders:** Suppliers, contractors, other local governments and community representatives.

The CPO must demonstrate political acumen, exceptional communication skills and the ability to influence and negotiate effectively in politically sensitive environments.



Personal Attributes

Success in this role requires high emotional intelligence to navigate interpersonal dynamics and foster trust across diverse teams and stakeholders. The ideal candidate will possess strong influencing skills and an innovative mindset, enabling them to present strategies confidently to elected officials and stakeholders. They must demonstrate resilience and adaptability in leading the branch through significant change, combined with strategic thinking and problem-solving abilities to align procurement with broader organisational goals. A commitment to ethical practices, transparency and delivering measurable value is essential to driving sustained success in this transformative role.



Selection Criteria

- Extensive leadership experience in procurement and supply chain management within large, complex organisations. Public sector experience is highly regarded.
- Proven ability to develop and implement strategic procurement frameworks that deliver measurable outcomes and align with organisational goals.
- Strong understanding of procurement governance, compliance and risk management frameworks.
- Demonstrated capability to lead and transform multidisciplinary teams, fostering collaboration and cultural alignment.
- Exceptional stakeholder engagement and communication skills, with the ability to influence and present confidently in politically sensitive settings.
- Relevant tertiary qualifications in Supply Chain Management, Business Administration or a related field. Membership with a recognised procurement body, such as the Chartered Institute of Purchasing and Supply, is essential.



About Council

The City of Gold Coast is the second largest local government in Australia and serves a community of approximately 650,000 residents. The council employs around 4,500 staff and has an annual budget of \$2.2 billion.

The City of Gold Coast is divided into fourteen (14) divisions and encompasses the entire Gold Coast region which stretches along the southeastern coast of Queensland. The region includes diverse communities such as Surfers Paradise, Broadbeach, Burleigh Heads, Coolangatta and many others.

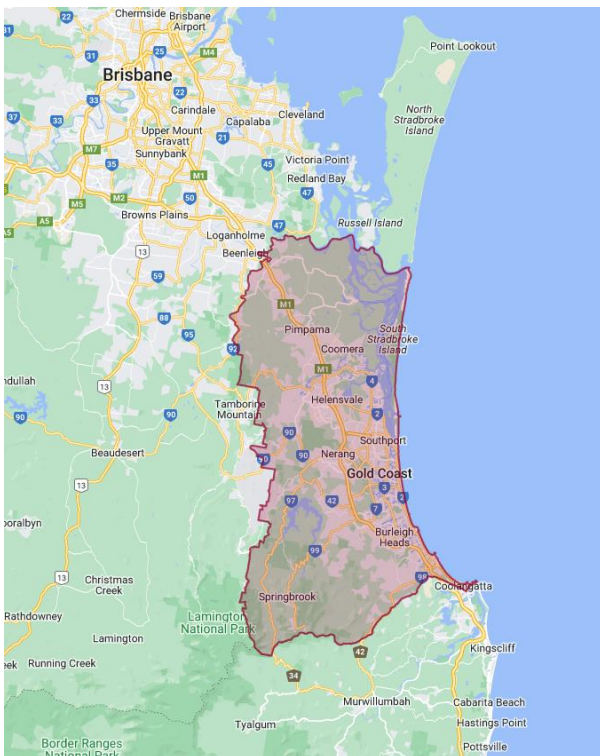
The region is known for its vibrant tourism industry, beautiful beaches and a growing population, currently estimated at 647,824 residents (2022).

The City of Gold Coast covers an area of more than 1,400 square kilometres with commercial and urban development, over 55 kilometres of beaches, more than 270 kilometres of navigable waterways and a world heritage forest.

The City plays a crucial role in fostering economic growth and development in the region. It supports local businesses, promotes tourism, attracts investment, and works to create employment opportunities.

The Gold Coast has a diverse economy, with sectors such as tourism, hospitality,

construction, education, health, and professional services playing significant roles.



Links to Council Information





Living in the Region



Housing

Housing on the Gold Coast is diverse, offering a range of options to accommodate the needs and preferences of its residents. Property prices can vary significantly depending on factors such as location, property type, size, and proximity to amenities. Beachfront and waterfront properties, as well as those in highly sought-after suburbs, tend to command higher prices.



Educational Facilities

The City of Gold Coast is well-served by both state and private school facilities, there are more than 100 schools throughout the region. For those wishing to further their education, there are three universities and several Queensland TAFE campuses along with other independent tertiary education facilities all located throughout the City of Gold Coast.



Healthcare

There are excellent medical facilities in the region with both public and private hospitals readily available including Gold Coast University Hospital, Robina Hospital and the Varsity Lakes Day Hospital. The region is home to medical centres, private health centres, dental practices, aged care facilities and other traditional and non-traditional medical practitioners.



Living in the Region



Shopping & Dining

The City of Gold Coast is abundant with shopping choices, from major shopping centres to quaint boutiques and art galleries. The dining is second to none in the region, with fresh local produce and dining options ranging from fast food and cafe dining to 5-star restaurants.



Sports & Recreation

The City of Gold Coast is spoilt for choice with excellent sports and recreational facilities, and many sporting clubs in the region including football, netball, soccer, rugby union and tennis to name a few. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local beaches, national parks and local waterways.



Getting Around

City of Gold Coast is located approximately 1 hour and 15 minutes south of Brisbane and 41 minutes north of Tweed Heads by road. Located in the suburb of Coolangatta, the Gold Coast Airport is the primary airport serving the region. It is situated close to the Queensland-New South Wales border and is approximately 25 kilometres south of Surfers Paradise. The airport offers domestic and international flights, connecting the Gold Coast to various destinations within Australia and overseas.

Destination Gold Coast



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 Selection Criteria

Evaluation Process

Leading Roles and the City of Gold Coast will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. City of Gold Coast may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.

Following the selection of a preferred applicant the City will 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.



Applications Open

- Week Commencing Monday 13 January 2025



Applications Close

- 5pm Monday 3 February 2025



Initial Assessment

- Week Commencing 3 February 2025



Council Interviews

- Week Commencing 17 February 2025

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

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.

Your Executive Recruitment Team

We are pleased to introduce our senior recruitment team as your designated point of contact for this executive role. Should you require additional information or have any inquiries, we warmly encourage you to reach out to them. They will be more than happy to assist you throughout the process



MARK OGSTON, CHIEF EXECUTIVE

Mark will personally oversee the executive search and recruitment effort and will draw on his extensive network to identify and attract high-quality candidates for your consideration.

☎ 0407 674 412

✉ mark.ogston@leadingroles.com.au



BELINDA WALKER, EXECUTIVE TALENT CONSULTANT

Belinda will lead and manage the candidate engagement, screening and assessing candidates, preparing reports and undertaking verification checks.

☎ 0411 449 447

✉ belinda.walker@leadingroles.com.au



JEANETTE GRAHAM, EXECUTIVE TALENT CONSULTANT

Jeanette will identify candidates with a history of executive success relevant to this position and support the targeted candidate engagement and marketing of these roles.

☎ 0422 469 956

✉ jeanette.graham@leadingroles.com.au



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ATTACHMENT

Position Description

Chief Procurement Officer

Department name	Branch name	Position classification	Number of direct reports	Line manager position title
Business Services	Chief Procurement Office	General Manager	4	Executive General Manager Business Services

Position Overview

The Chief Procurement Officer (CPO) is responsible for driving and shaping the procurement function for the City of Gold Coast with a focus on innovation and value for money, aligning to the city's vision and priorities.

The role will manage a branch of approximately 120 staff and report to the Executive General Manager Business Services within the Business Services Department.

The CPO will champion and lead transformative procurement practices, leveraging market insights and emerging technologies. This role is integral to supporting the city's ambitious goals and delivering high-quality outcomes.

The CPO is responsible for developing and implementing procurement plans and strategies to deliver sustainable strategic objectives and corporate outcomes for the City. The role will provide management oversight and leadership for sourcing and contract management to achieve high-quality outcomes for the City.

The role will ensure that Branch deliverables are aligned with the Department's purpose of, 'We are core to keeping our organisation running. We provide a range of specialised expertise and foundational support services to the rest of the organisation, enabling them to focus on their specialist areas and deliver our outcomes.'

Key Working Relationships

- The Chief Procurement Officer (CPO) will work closely with the Executive General Manager Business Services and team members from the Senior Leadership Team.
- The CPO and the Chief Finance Officer will work closely together to ensure alignment of the goals of these two functions.
- The incumbent will liaise with internal stakeholders from across the organisation (including Executive General Managers, the Mayor, Councillors and Committee members) as part of driving optimal Chief Procurement Office outcomes for the City.
- The role demands exceptional expertise in supply chain management, risk mitigation and contract management and as such will cultivate collaborative relationships with, but not limited to:
 - Businesses, Private Enterprise
 - Contractors and Consultants
 - General public, residents and ratepayers
 - Other Local Governments and Boards
 - Relevant Community Groups and organisations



Chief Procurement Officer

Department name	Branch name	Position classification	Number of direct reports	Line manager position title
Business Services	Chief Procurement Office	General Manager	4	Executive General Manager Business Services

Position Responsibilities

- Lead a Branch comprised of approximately 120 staff who are responsible for procurement services.
- Provide procurement leadership for a significant local Council with an operating budget of over \$2.2 billion and a capital budget of over \$900 million.
- Enhance procurement processes and drive procurement efficiencies.
- Drive transformative procurement practices leveraging marketing insights and emerging technologies.
- Set the Branch direction, oversee operations and optimise relationships with internal and external partners and stakeholders.
- Drive a high performing procurement function with a positive collaborative culture that reflects the organisation's High-Performance Principles.
- Liaise and partner closely with Council service owners, asset custodians, external organisations, levels of government and other executives across the City to ensure the effective and efficient delivery of procurement services.
- Facilitate linkages with external organisations, other levels of government and executives across the City to ensure optimal delivery outcomes.
- Demonstrate the ability to lead complex procurement matters.
- Lead the procurement function including pre-award, post-award and procurement governance, intelligence & performance functions.
- Provide best practice procurement, probity and commercial advice on a range of procurement matters.
- Provide leadership and influence all material business decisions to ensure immediate and longer-term procurement implications, opportunities and risks are fully considered, and align with the City's financial strategies.
- Deliver, support and lead continuous improvement and transformational procurement activities, to ensure best practice, contemporary and fit-for-purpose service delivery.
- Be a high functioning member of the Business Services Leadership Team



Chief Procurement Officer

Competencies

Competency	Competency definition	Level	Level definition
Leading People	Lead people to build a positive and productive organisation aligned to our City Vision	Managerial	Develop leaders at all levels, creating and maintaining a leadership and development culture and promoting performance partnering.
Influencing and Partnering	Build internal and external relationships, developing connections that shape our future	Managerial	Encourage stakeholder engagement, modelling high level influential partnerships directed at improving business and service outcomes.
Executing Vision	Understand and develop strategic direction, exercising decision-making that delivers the City Vision	Strategic	Inspire the workforce and community by creating a vision of the future, guiding priority projects and setting long term plans,
Business Acumen	Understand, plan and apply commercial processes in order to optimise value, mitigate risk and maximise results	Managerial	Ensure the organisation's projects and plans are commercially competitive and promote financial and business high performance.
Good Governance	Maintain a holistic perspective, understanding and applying policy, legislation and contemporary systems and processes	Strategic	Ensure the organisation's strategies, policies and processes align with legislation, public interest and modern practices.
Portfolio Management	The centralised management of one or more portfolios, which includes identifying, prioritising, authorising, managing, and controlling projects, programs and other related work to achieve specific strategic business objectives.	Managerial	Delivers services and links programs of work to the overarching strategies for a Branch. Comprehensively applies portfolio management methodology for internal function of a Branch.

Mandatory Qualifications / Requirements

- Bachelor's Degree in Accounting or Logistics and Supply Chain Management or equivalent knowledge, coupled with significant leadership experience in Procurement.
- Procurement Registration with the Chartered Institute of Purchasing and Supply as Affiliate.
- Proven experience in strategic procurement planning and development of delivery strategies for complex procurements, including infrastructure and IT.
- Demonstrated experience in transformation activities relating to procurement and contract management
- A proven ability to communicate, negotiate and consult with confidence, at appropriate levels within Council, with a demonstrated high level of written and verbal communication skills.
- Demonstrated highly collaborative work style, self-motivated with the ability to work across multiple business units, projects and priorities simultaneously.
- Highly developed resource planning, budgeting and risk management abilities to deliver operational and strategic plans.
- Skilled in stakeholder relationship management with the ability to understand and respond appropriately to customer expectations, collaboratively engage others and evaluate service performance and effectiveness.

