

JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Strategic Sourcing Lead

Team / Division / Group: Program and Renewals team / Asset & Field Services / Distribution Services

Current Incumbent/s: Vacant

Reports to (Name / Title): Mat Okurowski / Manager, Programmed and Renewals team, Asset Field Services

Person Completing Form: Mat Okurowski

Date of Completion: 4/04/2022

2. WHAT DOES THIS JOB DO?

(note: any changes to the intent of the job should be discussed with the person in the role).

Job Purpose (50 words or less):

The Strategic Sourcing Lead will develop the procurement strategy and contractual frameworks to efficiently deliver our high value water and sewer main asset renewals programs, aligned with our price submission commitments. The role will manage the procurement process from establishment to award and will monitor the performance and benefits realisation of the overall procurement strategy, to help inform future procurement activities.

The role will set up strong foundations for positive partnerships, continuous improvement, innovation, delivering strategic outcomes for YVW and our delivery partners and making a positive impact for our customers, community and the environment.

Responsibilities (20 dot points or less):

Strategic Direction

- Developing strategic procurement plans to deliver on YVW 2030 Strategy and price submission commitments through the sewer and water main renewals procurement and partnering processes.

Strategic opportunities include but are not limited to:

- caring for customers through efficient service delivery, ensuring affordable prices are maintained
- supporting communities to thrive through partnerships that support increased diversity and inclusion and access opportunities for improving economic prosperity in the communities we serve,
- leading for our environmental future by minimising our environmental impact through improved compliance, climate change mitigation and adaption approaches and taking a regenerative approach to the environments we manage and impact.

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Procurement and contractual frameworks

- Develop an efficient and effective procurement strategy and contractual framework (including commercial and financial frameworks) for our high value water and sewer main renewal programs, having considered our price submission commitments, corporate procurement frameworks and Victorian Government guidelines, asset planning requirements, current programs and delivery methodologies and technologies, our 2030 Strategy ambitions and benchmarking across best practice in the industry.
- Work closely with existing procurement specialists to ensure strategy and frameworks are aligned with current and future strategic planning for partnership management, delivery capability and performance monitoring and reporting.
- Manage the procurement process for the renewals programs, including planning, market invitations, evaluation, award and approvals (which may include Board approvals).
- Provide specialist advice to project team members on the procurement processes, supplier evaluation, qualification, and selection, making sure ongoing compliance with YVW and Government guidelines.
- Support the renewals program team to mobilise the success bidder (s) into the new contractual frameworks ensuring seamless and efficient service delivery.

Future focussed Partnership and Strategic Outcomes

- Work with contract managers and procurement specialists to enhance our partnership model, which has been built to enable collaboration, continuous improvement, and innovation, throughout the life of the contracts to achieve each other's goals.
- Report and present to YVW senior management on the performance of the overall procurement strategy, in delivering anticipated efficiencies and benefits (including key performance metrics).
- Draw on insights from stakeholders on the challenges and opportunities the procurement strategy and contractual frameworks create in practice, to ensure learnings are adopted into future planning and procurement strategies and processes.
- Work with procurement specialists on future procurement activities and strategies, as required.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

Use this section to list the attributes required if hiring someone into this position.

In **Part A**, identify the **key capabilities** (from the Capability Framework) that are required to do this job.

In **Part B**, identify the **key skills and experience** which complement the capabilities you nominated in Part A that are required to do this job.

In **Part C**, identify the **key personal attributes** to do the job, NOT covered by the Capability Framework (optional).

3C. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

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Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience (optional)	ADMIN ONLY Attribute Type
At least five years' experience in procurement and project/contract management	Intermediate	5+	

3B. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes	<ul style="list-style-type: none"> • Positive, proactive and can-do attitude • Procurement experience • Excellent communication and engagement skills • Experience working with lots of different teams across the business • Ability to think strategically and critically to obtain the best outcomes • Strong business Acumen • Strong internal stakeholder management skills, including internal, contractors • Ability to manage multiple stakeholders and advisors (manage a small team)
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4. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

PEEPS will capture training or certifications that a person requires to undertake their job activities. When completing this section, do not only consider performance effectiveness, but also consider auditing and safety compliance requirements. When a person is associated with a job, but does not have the required skills, the manager and person will be notified.

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (eg. certificate, ticket, observation, on-the-job etc...)	Renewal Required (Y/N/Unsure)	Renewal Frequency (eg. Never, 1 year, 5 years etc...)
Qualifications / Certificates				
Tertiary qualification in Engineering, Procurement, project management or other	M	Tertiary		
Licenses/Tickets				

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Training				
Other (incl. on-the-job, secondments, etc.)				

5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

Role before (Name, Team, Division)	N/A
Role after (Name, Team, Division)	N/A

7. CHECKPOINT

Through the job mapping process, has there been a significant change to the intent or level of responsibility for the job?	No	Comments: This is a project-specific role
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Thank-you for completing the Job Profile.

If you have any questions, please feel free to contact People & Culture.

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