



POSITION DESCRIPTION

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| Position Title: | Senior Sourcing & Contracts Manager |
| Institute / Division / Business Unit: | Finance & Procurement |
| Section or Unit: | Procurement |
| Classification: | Band 7 |
| Position Description Number: | 0927 |
| Work Contract Type: | Professional |

Primary Objective

The **primary objective** of the Senior Sourcing Manager is to provide procurement and sourcing services to ANSTO.

- Provide a high level and broad range of advisory and support service to clients at all levels of the organisation in the areas of procurement planning, tender and contract services, supplier sourcing, risk management, contract administration and procurement processing.
- Supporting ANSTO Divisions, Institutes and Units by high level negotiation and contract development skills that deliver against savings targets

Organisational Environment

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The Finance and Procurement Division delivers centralised Finance, Accounts and Procurement Services support to ANSTO.

Position Environment

The Senior Sourcing Manager is part of a team of 4 reporting directly to the Procurement Manager.

The position's key internal customers include the Sourcing & Contract Management Team, Finance and Procurement, divisional Senior Managers and external stakeholders include ANSTO supplier base and the various regulatory bodies that govern ANSTO's procurement activities.

Key Accountabilities

The key accountabilities for this position include:

- Manage and lead complex sourcing projects in support of assigned customers or specific commodities or group of commodities
- Define and manage sourcing strategies for assigned business and/or key commodities including suppliers and technologies
- Oversee the sourcing process for assigned businesses such as identification and negotiation with suppliers
- Manages negotiation of contracts for business units and/or specific commodities and ensure ANSTO's interests are protected, including the strict application of legislation and delegations of authority.
- Defines requirements, develops appropriate sourcing strategies, evaluates suppliers
- Utilise skills and knowledge of all relevant legislation to provide high level contract administration to ensure the overall governance and effectiveness of ANSTO's business processes and requirements.

- Apply knowledge and judgement to contractual matters when supporting clients on the more complex and/or sensitive 'non-standard' contract cases.
- Manages executive approval process and manages risk and controls for all sourcing activities
- Responsible for ensuring that support from other areas of sourcing meets senior business executive's needs
- Provide a broad range of advisory and support service to clients at all levels of the organisation in the areas of procurement planning, tender and contract services, supplier sourcing, risk management, contract administration and procurement processing.
- Solve complex problems using a range of lateral thinking processes and skills, including negotiating with internal and external parties.
- Inform stakeholders about changes to legislation, to document changes, disseminate revised procedures and to educate clients.
- Utilise strong relationship building and management skills includes working closely with and influencing stakeholders to ensure compliance, control and consistency of procurement and related activities within ANSTO's institute/division business units.
- Produce written reports, instructions and general information
- Fulfil OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.

Challenges

The major challenges for this position include:

- Influencing stakeholders to deliver the best commercial and cost effective outcomes to ANSTO
- Provide the organisation with high level contract negotiation skills
- Strike a balance between risk and cost to achieve budgetary outcomes

Delegations

The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Occupational Health, Safety & Environmental Responsibilities

Managers/Project Leaders

- Are responsible for overall OHSE in areas under their control by;
- Installing systems, procedures and technologies in compliance with ANSTO OHSE management systems;
- Delegating appropriate staff to undertake OHSE roles and responsibilities;
- Ensure staff are trained and accredited to undertake their roles;
- Conducting risk assessments and implementing controls following the hierarchy of controls;
- Ensuring relevant Responsible Officers, Area Supervisors and Facility Officers are kept informed of OHSE related issues.

Individuals

Are responsible for undertaking their activities in a safe manner and cooperating with OHSE requirements of their division to improve OHSE in their workplace by;

- Reporting unsafe work practices, equipment, incidents and near misses;
- Working safely to reduce risk to self and others;
- Using appropriate controls; and
- Taking a proactive approach to OHSE.

Knowledge, Skills and Experience

1. Degree in Procurement and Sourcing or Supply Chain or relevant experience
2. Strong Leadership skills and people management experience
3. Extensive analytical skills, problem resolution, verbal and written communication skills
4. Extensive negotiation and project management skills
5. Strong Team and Customer focus
6. Advanced knowledge in Microsoft Office programs, SAP modules Advanced knowledge in Microsoft Office and SAP modules for Logistics, Production, Product Costing and Profitability Analysis
7. Ability to identify inefficient and ineffective business process and implement improvements
8. Strong team member with the willingness to share information and actively participate in the team projects and activities
9. Flexible approach to work and the ability to apply judgement to manage conflicting priorities.

Organisation Chart

See attached.