



## POSITION DESCRIPTION

<b>Position Title:</b>	Analyst - Sourcing & Contracts
<b>Section or Unit:</b>	Sourcing and Procurement
<b>Classification:</b>	Band 5
<b>Position Description Number:</b>	PD-1969
<b>Job Family:</b>	Administration
<b>STEMM/NON-STEMM:</b>	NON-STEMM
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The primary objective of the Sourcing and Contract Analyst is to provide procurement and contract management services in support of the ANSTO procurement program.

- To provide high level procurement sourcing and contract management activities (with support where necessary from senior procurement staff) to the various institutes /divisions of ANSTO.
- To ensure the procurement of major goods and /or services required by the various projects are supplied by the required time while representing the best value for money options in accordance with the Commonwealth Procurement Rules (CPR's) and ANSTO's purchasing policies.
- To support contract management lifecycle including ensuring that appropriate records and approvals are maintained

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The ANSTO Enterprise Services function comprises three key groups – Business Support Services; Supply Chain Services and HR & Payroll Shared Services.

**Business Support Service**, provides transactional business services to support operations of ANSTO, including financial services, accounts payable, accounts receivable, asset management, support to FP&A, tax services, administrative services and travel services;

**Supply Chain Services** support the various areas of ANSTO including end to end procurement delivery and operations, storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, fleet management, dispatch and deliver

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provide quality, timely and accurate information from the financial systems, delivered with a customer service focus and with standards of input that will deliver value outputs across the ANSTO site.
- 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.

- Manage the contracts administration lifecycle, maintaining contract records across various support applications, ensuring accurate contract details are managed.
- Conduct demand spend pricing and volume analysis against established contracts
- Develop standardised specification to use in bid evaluation criteria
- Prepare and issue requests for proposals, information, quotes ect. (RFx's)
- Prepare written reports, instructions and general information
- Manage data collection, score supplier response and prepare recommendations
- Utilise skills and knowledge and relevant legislation to provide contract administration to ensure the overall governance and effectiveness of ANSTO's business processes and requirements.
- Support contract negotiations and ensure ANSTO's interests are protected, including the strict application of legislation and delegations of authority.
- Utilise relationship building skills includes working closely with and influencing stakeholders to ensure compliance, control and consistency of procurement and related activities within ANSTO's business units.
- Support the Improvement processes not only in the development and use of SAP functionality but the entire procurement cycle.
- Build and maintaining productive working relationships within ANSTO and with external suppliers and partners.
- Extraction and preparation of Governance reporting for both Internal management and external regulatory authorities.

### **Decision Making**

- The position reports to and is directed by the Manager Sourcing and Procurement in relation to all work conducted.
- The Sourcing and Contracts Analyst, operates with limited autonomy within agreed work plans, and is accountable for the delivery of support information and specific sourcing & contract services consistent with best practice, relevant procurement and sourcing policies and statutory requirements. The position is also accountable for the quality, integrity and accuracy of expert procurement and sourcing advice to support business activities
- The position works within a highly regulated environment, with a framework of legislation, policies, procedures and resource parameters. Within this framework the position has some independence in the planning and allocation of resources to ensure the best outcomes are produced for ANSTO.
- The position will seek the advice of the Manager Sourcing and Procurement in respect to appropriate risk management strategies. The position may also seek senior management advice in respect of the more complex tenders, contracts and terms and conditions.
- The position contributes to the functions of Strategic sourcing planning, implementation and when issues arise, mitigation.
- 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).

## Key Challenges

- Supporting stakeholders to deliver the best commercial and cost effective outcomes to ANSTO.
- Participate in the organisation of contract negotiation skills.
- Maintaining the various contracts management database to ensure alignment of records.
- Assist the team in providing a balance between risk and cost to achieve budgetary outcomes.
- Preparation of accurate reporting for Regulatory Authorities in a complex operational environment.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence based advice</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on specific sourcing &amp; contract events</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
Other departments	<ul style="list-style-type: none"> <li>• Engage, consult regularly to determine specific supply &amp; contract requirements</li> <li>• Provide expert advice on commodity based sourcing</li> <li>• Collaborate on cross organisation projects</li> </ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>• Consult and collaborate to determine common interests and execute strategies to support business requirements</li> <li>• Provide advice and information to support procurements and sourcing decision-making</li> <li>• Consult and manage the delivery of the agreed procurement strategy for specific commodities required by business</li> <li>• Manage the tender evaluation process by coordinating all stakeholders to recommendations</li> </ul>
Vendors/Suppliers	<ul style="list-style-type: none"> <li>• Gather information to support market analysis and supplier performance</li> <li>• Explore and develop business opportunities and develop innovative procurement and sourcing strategies and specific supply arrangements.</li> <li>• Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements via supply management program</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Manager, Sourcing & Procurement
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	Not required
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

### **Workplace Health & Safety**

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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### **ORGANISATIONAL CHART**

On File

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Degree in Procurement and Sourcing or Supply Chain or relevant experience
2. Proven experience analytical skills, problem resolution, verbal and written communication skills
3. Negotiation and project management skills, with experience in high level tendering and contract development
4. Proven level of commercial business acumen and a thorough knowledge of relevant contract legislation.
5. Ability to develop and lead a customer focused team in the tender and evaluation process.
6. Excellent organisation & administration skills in the management of contract details across various support applications
7. Advanced knowledge in Microsoft Office programs, SAP modules Advanced knowledge in Microsoft Office and SAP modules for Logistics. Contract Management applications.
8. Ability to identify inefficient and ineffective business process and implement improvements
9. Strong team member with the willingness to share information and actively participate in the team projects and activities
10. Flexible approach to work and the ability to apply judgement to manage conflicting priorities.

### **VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Craig Ross	Name:	Grahame Batger
Title	Manager, Sourcing & Procurements	Title:	General Manager AES
Signature:		Signature:	
Date:		Date:	