



CATEGORY MANAGER

Position Number: Various – Level: 5

ANZSCO: 224999

JOB DESCRIPTION FORM

THE ROLE

The Category Manager will analyse spend within their category to identify strategic sourcing opportunities. They will implement agreed sourcing strategies. They will manage goods and services contracts within their spend portfolio to drive contractor performance and realise value from the Department's goods and services contracting activities.

REPORTING RELATIONSHIPS

ORG STRUCTURE: CORPORATE SERVICES COMMAND
BUSINESS SERVICES DIRECTORATE
STRATEGIC PROCUREMENT BRANCH

THIS ROLE REPORTS TO

Senior Portfolio Manager

Level: 7

POSITIONS THAT REPORT TO THIS ROLE

Nil

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Our volunteers are the biggest workforce of our organisation and play an important role in keeping our community safe. DFES recognises the critical role our volunteers play and the positive impact they make to the community. Supported by this extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

*itted to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision
onment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour*

consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Develop Category Strategies to Maximise Value

- Support the Senior Portfolio Manager to identify strategies and develop the implementation plan for spend within the portfolio, to maximise value to the organization.
- Research and analyse spend data, and external marketplaces, to identify opportunities to drive value and mitigate risk.
- At the direction of the Senior Portfolio Manager, lead the delivery of specific sourcing activities within a cross-functional team, working with key stakeholders to plan and manage acquisitions and sourcing activities.
- Engage with stakeholders to understand user requirements and future trends within and external to the Department and apply this to individual spend areas to ensure maximum value from the Department's spend.
- Project manage and report on outcomes of category initiatives.

Apply Expertise in Goods and Services Procurement and Contracting

- Represent the Customer in medium and low value goods and services procurements and interagency collaborations within your Category(s).
- Undertake the procurement of goods and services valued under \$250,000, in accordance with DFES' statutory requirements, Departmental and State objectives.
- Manage low-medium risk contracts within the portfolio and support administration of higher value and/or strategic contracts within the portfolio.
- Build and sustain productive relationships with DFES' suppliers to ensure successful contract outcomes that maximise value to the Department; and position DFES as a good Customer with whom to do business.
- Practice procurement and contracting good governance, including expenditure management, recordkeeping, information security, employee safety, probity, control of contract change, and retention of the State's Intellectual Property and assets through contract transitions.
- Undertake procurement and contracting risk analysis of low-medium risk procurements and contracts, and participate in higher-value procurement and contracting activities, and prepare all required procurement documentation to support the portfolio's contracting activities.
- Communicate quality procurement and contracting advice and support to internal customers.

Manage Change

- Promote Category Management as a Department-wide purchasing philosophy, including through participation in cross-functional teams, and commitment to professional development.
- Work with the Senior Portfolio Manager and internal customers to rationalise product ranges and standardise specifications where appropriate and beneficial, and continually improve ordering mechanisms to deliver an efficient and professional customer experience.
- Develop and support a personal and team culture of self-awareness, resilience, personal accountability and courage.

Other

- Report all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and, resolving health and safety issues and promoting a safe place of work.
- Actively participates in managing own psychological wellbeing.
- Undertake other duties as required.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. Demonstrated experience in sourcing and procurement, with specific experience undertaking Category Management functions including direct or relevant experience in:
 - a. Procurement planning and sourcing
 - b. Spend / Cost / Supplier Management or Contract Management
 - c. Specific Industry/Market Knowledge or Analysis
 - d. Spend Data Analysis
 - e. Change Management and Negotiation

2. Builds productive professional relationships, through listening to and understanding key issues, business objectives and operational requirements with the ability to identify opportunities and solutions and to deliver advice and support in a consultative capacity.

3. Maintains the confidence of executive stakeholders, suppliers and customers by demonstrating professional expertise, accepting personal responsibility and demonstrating initiative to manage workload and optimise team performance.

POSITION INFORMATION

LOCATION: 20 Stockton Bend, Cockburn Central

SPECIAL CONDITIONS:


The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.

Authorised and signed by:

DIRECTOR BUSINESS SERVICES

Name: _____ Georgina Camarda
 Signature:  _____ 2019.11.06 15:31:51 +08'00'
 Date: _____

MANAGER WORKFORCE SERVICES

Name: _____ Digitally signed by
 Signature: **Helen Redmond** _____ Helen Redmond
 Date: 2019.11.07 06:48:44 +08'00'
 Date: _____

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was electronically registered by: Tarin Paniora

HR Consultant Name/Signature/Date: T. Paniora 11/11/2019