



Job Description Manager Supply Chain Services South Metropolitan TAFE Level 7

Position Number:	200000040	FTE:	1.0
Division:	Corporate Services	Agreement/Award:	Government Officers Salaries, Allowances and Conditions Award
Directorate:	Finance		Public Service and Government Officers General Agreement 2019
Branch:	Supply Chain Services		or as replaced
Location:	Bentley/Other Campuses		

Reporting Relationships

Reports to

Director Finance (CFO), Level 8

Other officers reporting to the above office:

Manager Finance Services, Level 7

Manager Resources and Budgeting, Level 7

This Office – officers under direct responsibility

Compliance Officer, Level 5

Senior Procurement Officer, Level 4

Key Role Statement

This position leads and manages the Supply Chain Services team to ensure timely and efficient delivery of procurement, contract management and risk management services to the college. This includes the provision of customer focused, high-performance services that underpin the core business of the SM TAFE.

Key Responsibilities

Leadership and Management

- Leads and manages the Supply Chain Services team to ensure timely and efficient delivery of procurement, contract management and risk management services to the college.
- Proactive Team leadership that focuses on building customer relationships and strong promotion of continuous improvement in supply chain management.
- Manages staff performance through work planning, training and development and performance management.
- Collaboratively engages with internal and external parties, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.
- Supports the Director Finance (CFO) to deliver strategic supply chain initiatives.
- Behaves and formulates decisions in line with the Public Sector Code of Ethics, SMTAFE Code of Conduct and SMTAFE Values.

Contract Management

- Provides specialist advice on contract management, contract formulation and tender analysis and compliance across the agency.
- Ensures relevant scope and compliance, including specifications for contract documentation in-line with government commercial contract policies and practices.
- Ensures compliance and promotes continuous improvement of systems and processes.
- Liaises with State Solicitors Office or other external entities (e.g., Riskcover; Department of Finance) on contractual, legal and insurance related matters.
- Provides advice to college staff, contractors, and suppliers on technical and contractual matters.

Procurement

- Provides high level advice on procurement matters across the agency to meet the financial, risk and compliance objectives of the agency.
- Manages the procurement function of the college to ensure effective and efficient procurement activities.
- Ensures procurement processes including planning, evaluation, contract formation, budget compliance and reporting are met in-line with government procurement policy requirements.
- Conducts education and awareness on procurement processes for the college.
- Reviews trends, monitoring and implementing continuous improvement processes.

Risk Management

- Provides high level advice on risk management activities across the agency to meet risk and compliance objectives of the college.
- Assists the Director Finance and General Manager Corporate Services with oversight of the colleges risk management system and associated processes.
- Undertakes other duties, as required.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable, and innovative workplace.

SELECTION CRITERIA

Essential

- Suitably qualified or extensively experienced in supply chain management in a large government agency or equivalent.
- Substantial experience in providing procurement advice, contract management, contract formulation and tender analysis.
- Demonstrated knowledge of contract management, procurement management and risk management requirements for a government agency.
- Good team management and leadership skills with proven ability to manage a team.
- Highly developed interpersonal communication skills, including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
- The ability to identify problems, and to develop and implement effective solutions to complex issues.

Desirable

- Membership of a recognised professional body applicable to supply chain management.

Other Requirements

- A Department of Education Nationally Coordinated Criminal History Check.
- May be required to work from any college campus.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:	Hamulinda Simuchoba	Name:	
Signature:		Signature:	
Date:	Updated on 10 June 2022	Date:	