

Position Description – Director Procurement & HR

About the School

ANZSOG is recognised globally as a leading provider of executive-level education, research and advice and thought leadership for the public sector. ANZSOG was created by government for government, with the active collaboration of its member universities.

ANZSOG delivers:

- Postgraduate education incorporating the core disciplines that inform effective public administration.
- Executive education led by faculty from the world's leading education providers and senior officials from among ANZSOG's ten member governments.
- Safe places for senior practitioners to discuss and draw practical learnings from theory, research and case studies, to inform policy debates and service delivery reform.
- Supportive environments for senior practitioners across Australia and New Zealand to learn from one another and build lasting professional networks, benefiting governments, communities and citizens.
- Research that addresses key contemporary issues in public administration, policy development and management where information is lacking.
- Capability building for not-for-profit organisations, which deliver services on behalf of government.

At the core of our ethos is a deep and genuine care for good public administration, reflecting the aspirations of and our close relationship to our government owners.

For further information: <https://www.anzsog.edu.au/>

Position Statement

ANZSOG is a unique organisation which sits at the intersection of HE and public sector and its core business is focused on education, research and advisory and thought leadership activities. ANZSOG's value proposition is to act as a broker/conduit that connects the demands of its member governments with key capabilities within the HE and public sector to develop programs and undertake research and that aligns to member government needs. It must do this competitively- through delivering high-quality products that are cost-effective to government and sustainable financially for ANZSOG.

Through investment in recent years ANZSOG has established solid foundations for its internal HR function and support currently exists for a range of HR responsibilities and services spanning the full employee life-cycle. The next stage of maturity for the HR function within ANZSOG relies on strengthening talent identification and management particularly in relation to academic and practitioner faculty through implementing effective research, data management and analysis approaches.

Additionally, a recent external review of ANZSOG's procurement activity has identified the need to improve ANZSOG's procurement approach particularly in relation to recruitment of external faculty and partnerships with universities. To embed its financial sustainability and

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meet its strategic objectives, ANZSOG now needs enhanced faculty recruitment, talent pipeline management and remuneration practices which are best in class.

Aligned to this, there is also a need for strengthening the contract governance, management and supplier interaction within ANZSOG. This area presents an important change potential for ANZSOG. Key improvements in this area relate to simplifying the contract review process to ensure that contracts align with ANZSOG's strategic and legal objectives and improving contract management measures with a view to supporting a coherent contracting process and increasing visibility over contract deliverables.

Reporting to the Chief Operating Officer and Company Secretary the Director Procurement & HR role will lead a transformation program to capitalize on the opportunities identified above. In the immediate term, the role will also work closely with EMT members to refine ANZSOG's operating model responding to a range of contemporary challenges. An aligned priority will be to work with the COO and Dean & CEO and lead the design, development and implementation of effective procurement strategies that span ANZSOG's external talent and supply chain pipeline to ensure a sustainable enterprise.

Working closely with the COO and Company Secretary, the role will lead all supplier partnerships and development work and input to partnerships with Universities with the Academy and the Chief Education Strategy Officer. It will also provide oversight of ANZSOG's high-value and high-risk contracts. At maturity and in the mid-term, the role holder will have ultimate ownership of all commercial relationships with suppliers. They will be able to drive value by implementing strategic sourcing approaches and entering into cost efficient agreements that fulfill supply requirements, by using a systematic methodology which involves working closely with all stakeholders across the business and understanding their needs.

This is a critical leadership role and the successful applicant will be a highly trained professional who has experience of crafting effective procurement and partnership strategies in response to rapidly evolving business objectives. They will be able to communicate the value of strategic sourcing and procurement to key internal stakeholders, with a view to achieving buy-in.

The successful applicant will provide effective oversight of the internally focused HR team and establish an agile, responsive, and collaborative procurement and contract governance and management team. The role holder will have demonstrated the ability to effectively lead cross-functional teams, maintain project timelines, articulate proposed solutions and associated benefits across the organization, and successfully guide the implementation of change. Given that this position will have high visibility across the organization, he/she must be comfortable and adept in communicating with senior leaders and executive management.

Responsibilities

Portfolio Responsibilities

- Develop and implement business plans for the Procurement, Contract Governance and HR functions.

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- Create critical metrics and KPIs for both the HR and procurement function to monitor performance and to prepare regular reports to the CEO, Senior Executive Management Team, and through the CEO and Dean, the ANZSOG Board.
- Lead and manage a multi-disciplinary team composed of procurement, contract, and HR specialists.

Strategic Procurement, Governance and Management

- Working closely with the COO, lead the creation of a comprehensive and integrated strategic procurement and sourcing function with appropriate staffing, systems, technology, sourcing contracts, processes, tools, policies and reporting.
- Working closely with the COO, design, develop and implement a practical procurement and supplier partnerships framework that spans ANZSOG's external talent, institutional partnerships and broader supply chain pipeline to ensure a sustainable and profitable enterprise.
- Working with the CEO and COO and Company Secretary develop a long-term strategy that drives value for ANZSOG from its procurement approaches. This includes establishing a sourcing plan and objectives by undertaking research and data analysis and conducting cross-functional consultation to understand the needs and opportunities of the business.
- Over time, assume ultimate ownership of all commercial relationships with suppliers and partners ensuring value and cost optimisation, improved quality and enhanced innovation to deliver optimised solutions.
- Along with the Company Secretary and CEO, Associate Dean and EMPA Director and CESO input to the multiple consortium partnerships with ANZSOG's member and non-member Universities.
- Communicate the value of strategic sourcing and procurement to key internal stakeholders, achieving buy-in for strategic sourcing strategies and approaches.
- Undertake research and analysis on market trends and benchmarks to establish best practice procurement approaches and assist with specification development.
- Undertake and furnish procurement analysis and cost data for planning, budgeting, and other functional duties.
- Develop and lead change initiatives to build organisational wide capability and understanding of the procurement process to support and improve efficiencies.
- Design and implement the policies and processes required to ensure sustained compliance with the procurement framework from within the organisation.
- Drive alignment between procurement practices, processes, and critical business deliverables across the organisation.

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- Working with the CIO, evaluate, select, and successfully implement procurement software to ensure the organisation's technology capabilities are aligned and integrated and support the contract negotiation and management process.

HR Responsibilities

- Working with the COO and HR team, identify gaps in, and build ANZSOG's internal workforce capability, ensuring consideration and responsiveness to external talent sourcing strategies.
- Develop and source relevant and engaging professional development for ANZSOG employed and affiliated staff as appropriate.
- Provide oversight of all elements of the employee lifecycle, attraction, selection, on-boarding, induction, remuneration, retention, departures, terminations, and leave.
- Review, negotiate, and make recommendations for HR systems, policy, and processes, including recruitment, performance management, and learning management.
- Ensure that all work practices are legally compliant by monitoring and implementing applicable federal and state legislative requirements and reflected in policies and procedures.
- Establish, maintain, and manage relationships and performance of external HR support providers and employee assistance programs.
- Work with the academic faculty to develop an actionable talent plan to ensure a pipeline of the diverse talent required to deliver ANZSOG's education programs.
- In conjunction with the CFO, provide oversight of payroll and superannuation matters.

Contract Governance, Management & Negotiation

- Establish contract governance guidelines, protocols and processes and implement them. Work closely with ANZSOG external legal advisors as necessary to ensure the organisation's interests are protected, particularly in contractual negotiations.
- Working with the finance team, analyse and compare financial reports and pricing proposals from suppliers before negotiating terms and prices to obtain the best deal for the organisation.

Oversee key vendor selection working in conjunction with relevant internal functional/organisational leads.

- Develop processes for monitoring contracts to ensure that the supplier meets expectations and builds in flexibility to negotiate any required adjustments or changes to existing contracts.

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- Lead, manage and negotiate high-profile, high-value, high-risk and/or first-time commodity/service contract negotiations including Government and Higher Education contracts and service agreements.
- Manage and administer tenders and all significant contractual documentation.

Facilities Management

- Manage the ANZSOG facility, ensuring a safe and healthy working environment, and coordinate all facility maintenance requirements.

Key Selection Criteria

Mandatory

- Relevant tertiary qualifications (postgraduate degree desirable) with at least ten years experience in developing and delivering operational and strategic procurement and HR initiatives.
- Strong financial and commercial acumen demonstrated in negotiations with a range of suppliers, commercial and internal stakeholders, and management contexts.
- Significant experience managing and leading cross-functional and cross-organisational teams to deliver business solutions.
- Significant experience analysing and interpreting data and information to generate and present executive and board-level reports.
- Experience in leading a broad range of process improvement initiatives with a high level of hands-on project implementation capability and ability to work autonomously.
- Experience and expertise in organisational change management and in successfully guiding and supporting employees through cultural and structural change.
- Proven ability to adapt to new situations and deliver positive, innovative solutions to complex strategic and operational issues.
- Knowledge and understanding, combined with ability to interpret and advise on commercial terms in contracts.
- Demonstrated ability to collaborate with and provide strategic advice to senior executive leadership and to negotiate and influence at all levels of an organisation.
- Excellent communication skills with the ability to coach, mentor, and engage with a range of internal and external stakeholders.
- Proven ability in building strong stakeholder and supplier relationships.

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Desirable

- A strategic and creative mind-set.
- Experience implementing a computer-based procurement system.
- Supply chain design or management experience

Other job related information

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- Interstate or international travel may be required

Legal compliance

Ensure you are aware of and adhere to ANZSOG policies and procedures relevant to the duties undertaken, including:

- Equal Opportunity Policy: Discrimination, Harassment & Bullying
- OHS Manual
- Values and Behaviour
- Environmental Policy Statement
- Academic Quality and Integrity

Equity and Diversity

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and creating public value.

All jobs can be worked flexibly, and we encourage job applications from Aboriginal & Torres Strait Island and Maori people, and people with disabilities.