

Senior Procurement Coordinator

DATE:	October 2024
BASIS OF EMPLOYMENT:	Full Time and Fixed term for 2 years
REPORTS TO:	Senior Manager- Governance and Compliance
DIRECT REPORTS:	NA

ABOUT US

The Kardinia Park Stadium Trust manages GMHBA Stadium, a multi-purpose venue that hosts over 45 events each year, with over 250,000 visiting the stadium annually. The stadium is an icon of Geelong, the home of the Geelong Football Club and hosts an array of events. These have recently included Big Bash Cricket, International Cricket and Soccer, A-League Soccer, NRL, local football finals, community events such as the Festival of Sport and entertainment events such as international concerts and motorsport.

Our mission is to inspire moments of happiness and joy through sport, entertainment and community activities and we are striving for our vision of being world class in everything we do. Our people oversee the event day delivery, maintain the stadium, manage finances and compliance, liaise with key stakeholders to create strong partnerships, focus on diversity and inclusion for our community and works hard to maximise the return on the Victorian Government's investments in the stadium. We do this through our values of courage, accountability, integrity, equity, excellence, care, and collaboration.

GMHBA Stadium was recently voted Australia's Best Regional Stadium and its recent major redevelopment now incorporates the Geelong Sports Museum and the Barwon Regional Cricket Centre.

OUR VALUES

Accountability:	Own your process and stand by your outcome
Care:	Be genuine in your approach, show compassion and be aware of your impact down the line
Collaboration:	Seek diverse input to reach the common goal
Courage:	Be bold, be yourself and have the courage to give and receive feedback
Equity:	Learn and understand from each other and create opportunities
Excellence:	Strive to deliver and operate to a standard of excellence in everything we do
Integrity:	Be authentic and have the best intentions for the Trust.

OUR BENEFITS

- Employee Assistance Program: Get free confidential support for your mental health.
- Mental and Physical Health Initiatives: Ad hoc events promoting well-being.
- Reward and Recognition: Celebrate your achievements with us.
- Professional Development: Grow your skills with our opportunities.
- Flexible Working: Enjoy genuine flexibility.
- Inclusion and Diversity: Join our inclusive environment.
- Supportive Leadership: Thrive with our guidance.
- A High Performing Culture: You will lead and be led, challenge and be challenged.
- Central Location and free onsite parking: Convenient facilities in the heart of Geelong.
- Brand New Offices: Located in our brand new, state of the art [Joel Selwood Stand](#) at the GMHBA Stadium
- Tickets to events at GMHBA Stadium
- Social Club: We work hard and play hard: At our organisation, we believe in striking the perfect balance between dedication and enjoyment.

Kardinia Park Stadium Trust is an equal opportunity employer, celebrating diversity and a commitment to creating an inclusive environment for all employees.

<https://www.kardinia-park.vic.gov.au/about-the-trust/careers/>

ABOUT THE ROLE

The Senior Procurement Coordinator role is responsible for the coordination and the administration of all procurement and contract management processes across the organisation. This hands-on role ensures compliance with applicable laws, policies, and procedures, and aims to achieve the best value for the Trust through effective procurement and contract management.

POSITION RESPONSIBILITIES

Procurement and Contract Management

- Manage and drive end-to-end procurement and contract management processes, including working closely with Contract Managers to develop contract works specifications, procurement plans and procurement and contract documentation.
- Ensure procurement and contract management activities are compliant with relevant Victorian Government procurement policies and the organisation's procurement framework and policies;
- Ensure relevant procurement policies and market approaches that form part of the Procurement Framework are well understood and implemented across the business;
- Develop and maintain strong relationships with internal and external stakeholders, including KPST staff, vendors, consultants and partners to ensure procurement plans and strategies are implemented;
- Assist with the development and implementation of the Procurement Framework, and provide general advice relating to procurement and contract management processes and issues as required;
- Assist with the development and implementation of the forward procurement plan to ensure it is achievable, well understood and meets business objectives;
- Provide training and guidance to departments on procurement and contract management processes.
- Coordinate the development and implementation of the Contract Management System, including leading and working closely with Contract Managers to ensure appropriate contracts and Key Performance Indicators are in place and managed with suppliers;
- Maintain and report against a register of contracts and deliverables; Complete periodic quality review of procurement and contract management practice;
- Prepare reports on procurement activities, contract performance, and compliance.
- Analyse procurement data to identify trends and opportunities for improvement.
- Input to all relevant procurement reporting to comply with Victorian Government requirements.

Workplace Health Safety (WHS)

- Ensure adherence to WHS policies and procedures.
- Consult with your direct reports and H&S representatives on WHS issues.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately.
- Assist with initiating an early return to work on suitable duties after a workplace injury.
- Access sources of WHS information and systematically disseminate information to all direct reports.
- Ensure that direct reports, if any, including volunteers and contractors, are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure adherence to the organisations Safety Management System.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.
- Comply with instructions given for your own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practical to your supervisor.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by their duty of care provided for in the legislation.

SUCCESS PROFILE

In addition to demonstrating relevant experiences across the core functional areas of responsibility identified in this Position Description, candidates applying for the role will require a range of personal and professional skills, including:

- **Education:** Relevant qualifications in Procurement, or a related field
- **Experience:** Minimum of 5 years of experience in procurement and contract management, preferably in the public sector.
- **Skills:**
 - Sound knowledge of procurement, tendering policies and contract management, ideally in a government setting.
 - Strong knowledge of procurement laws, regulations, and best practices.
 - Excellent negotiation and contract drafting skills.
 - Strong analytical, problem-solving and report-writing abilities.
 - Excellent communication and interpersonal skills.
 - Proficiency in procurement software and Microsoft Office Suite.

Other requirements

- Satisfactory Working with Children Check (WWCC)
- Satisfactory Police Check

Attributes and Behaviours

- Demonstrated attributes and behaviours consistent with our organisational values of courage, accountability, integrity, equity, care and collaboration.

LOCATION

This position will be based at GMHBA stadium at Kardinia Park in Geelong, Victoria. Occasional work from home and or other locations may be required or allowed as per KPST policies.

OTHER RELEVANT INFORMATION

- The position may be subject to an annual performance appraisal;
- The successful applicant will be required to provide evidence of their right to work in Australia e.g. tax file number, copy of Birth Certificate or Passport and Visa;
- A National Police Check will be required throughout your employment with the Trust;
- Due to the nature of the role and the industry, after-hours work including evenings and weekends will be required.
- This role will require you to participate in face-to-face onsite planning and collaboration with other roles across the organisation.

CERTIFICATION

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

Immediate Manager:	Senior Manager- Governance and Compliance
Position:	Senior Procurement Coordinator
PD Approval Date:	October 2024

I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document, which forms part of my employment contract.

Additionally, I agree to notify KPST Management immediately of any change in my capacity to meet the inherent requirements outlined in this position description, such as changes in your:

- Driver’s license status (where applicable to role);
- Police Check status;
- Working with Children Check status;
- Capacity to fulfil inherent requirements of the role.

Employee Name:

Position Title:

Signature:

Date Signed:

Privacy Statement

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner. Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed three (3) months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the successful applicant's Personal File. The Kardinia Park Stadium Trust may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes

Child Safe Statement

Kardinia Park Stadium Trust is strongly committed to the safety and well-being of all children within our venue. We create and maintain a child safe environment. The welfare of children is a top priority, and we have zero tolerance for child abuse.

Pre-Employment Screening Statement

Please note successful applicants will be required to undertake a pre-employment screening. This includes but is not limited to national police checks and working with children checks. Kardinia Park Stadium Trust may withdraw an employment offer in the event of an unsatisfactory screening result.

Diversity and Inclusion Statement

Kardinia Park Stadium Trust is an equal opportunity employer and encourages individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply.

Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. Changes to position description will be consistent with the purpose for which the position was established.