



Position Description – Strategic Sourcing Manager

Position Details

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| Position Title: | Strategic Sourcing Manager |
| College/Portfolio: | Operations |
| School/Group: | Procurement |
| Campus Location: | Based at the City campus, however may be required to work and/or be based at other campuses of the University. |
| Classification: | HEW 9 |
| Employment Type: | Fixed Term |
| Time Fraction: | 1.0 |

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

Procurement is a small but focussed group reporting directly to the Chief Operating Officer and Vice-President Resources. The role of Procurement is to review sourcing and procurement options across the university based on an expenditure on goods and services of ~\$500M.

Key issues addressed are:

- Identifying cost improvement initiatives across the university spend
- Rationalising supplier base
- Negotiating and establishing major RMIT group contracts based on combined purchasing power
- Enabling the procurement process and policies through both systems and controls
- Using and leveraging group contracts to provide savings

Position Summary

The Strategic Sourcing Manager reports directly to the Senior Strategic Sourcing Manager and is responsible for sourcing and developing external supply partners to deliver strategic and commercially effective solutions for RMIT across a wide variety of categories. The main activities include diagnosing, validating and maximising sourcing opportunities and executing end-to-end strategic sourcing events from analysis, RFT development, evaluation, selection and contract delivery.

The Strategic Sourcing Manager is expected to take a highly collaborative and consultative approach, liaising with portfolios/colleges, category/vendor managers, legal and other relevant stakeholders. The Strategic Sourcing Manager will have an affinity to Corporate Services, ITS or Property Services, but will operate as part of a shared pool of Strategic Sourcing resources working across each of these categories as required based on the Procurement team's prioritisation.

Reporting Line

Reports to: Senior Strategic Sourcing Manager

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Diagnosis, validation and maximisation of potential sourcing opportunities, such as SKU/supplier rationalisation or re-specification of requirements to minimise costs while still achieving desired outcomes for Portfolios/Colleges
- Execute a pipeline of strategic sourcing initiatives identified by Category/Vendor Managers, the Purchasing Desk or through direct requests from Portfolio/College stakeholders • Analyse current spend data and thoroughly understand portfolio requirements for each strategic sourcing initiative to enable demand management benefit levers
- Engage with Portfolio/College stakeholders and leadership on project status and solicit support to remove barriers to progress • Liaise with Category/Vendor Managers to gain an understanding of how each sourcing event fits into the broader category/vendor strategy
- Define sourcing strategies to maximise leverage opportunities through creative and/or joint/co-operative or service solutions
- Develop comprehensive RFI/RFQ/RFT/RFP documents, including non-price elements such as capability questionnaires, different rebate structures and key T&Cs options to better understand how value can be delivered
- Manage tender processes including working with suppliers to clarify requirements and process • Support the development negotiation strategies and conduct using a fact-based approach to deliver value for RMIT • Lead development of contracts with appropriate level of legal protection (with legal support) and the most advantageous commercial terms
- Develop transition and change management plans in partnership with Category/Vendor Managers and support the implementation and transition • Coordinate Procurement Analyst resources as necessary to support analytical activities
- Contribute to the identification and implementation of continuous process improvement initiatives within agreed scope and timeframes.

Key Selection Criteria

1. Proven strategic sourcing experience (structured and fact-based) in a commercial, government or other large organisational settings
2. Demonstrated the capability to successfully develop/execute sourcing strategies, tender processes, supplier evaluations and negotiation strategies to deliver significant value
3. Strong contract development experience
4. Advanced stakeholder management, influencing skills and written and verbal communication skills

- 5. Clear understanding of sustainable procurement principles and their application through techniques such as life cycle costing and assessment
- 6. Ability to work collaboratively with Category/Vendor Managers/Procurement Analysts to ensure that sourcing events align to and compliment category strategies/plans
- 7. A high level of competency using Excel and Procurement Systems and sound analytical capabilities
- 8. Strong contract development experience and understanding of commercial implication of key legal clauses

Qualifications

Preference for additional postgraduate strategic Procurement qualifications (or certifications) or individuals interested in pursuing these.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

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| Endorsed: | Signature: Name: Title: Date: | Approved: | Signature: Name: Title: Date: |
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