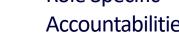
Position Description



Procurement Specialist

Finance	Supply Chain - Procurement
i illarice	Supply Chair Trocurcinent

Objectives	• Partnering with key internal clients to increase the commercial acumen across the business and achievement of optimal commercial outcomes in procurement activities
	• Facilitating end-to-end tendering activities across diverse subject and group areas to achieve optimised commercial outcomes in an efficient manner, in support of both categories and ad-hoc sourcing requirements
	 Ensuring that the tender and contract framework is understood and consistently utilised throughout the organisation.
	 Providing contemporary and strategic advice on mechanics of market engagement.
Role Specific Accountabilities	Prepare and administer end-to-end procurement documentation, including tender evaluation facilitation.
	• Liaise with key internal partners, such as the client and legal, to ensure tender structure, terms, conditions, and scopes meet regulatory obligations and business objectives.



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- Collectively with the Procurement team, meet key service level agreements and performance indicators to ensure business requirements are fulfilled.
- Lead the development of sourcing strategies for bespoke or non-traditional procurement processes, consultation key stakeholders and regulatory guidelines to ensure best practices are maintained.
- Contribute to the development and maintenance of best practice policies and procedures. Socialise standing and new policies with internal clients to ensure business awareness and adherence.
- Drive Procurement excellence in practice throughout the business and ensure probity is maintained to the highest standard.
- Any other duty or task as reasonably and lawfully directed by TasNetworks









To be successful in this role

- Five (5) years demonstrated experience in a procurement management, contracts management or similar role
- Sound knowledge and experience in application of contemporary procurement practices
- Relevant tertiary qualifications, which may include supply chain management, procurement, contract law, or commerce disciplines or equivalent experience
- Highly developed interpersonal skills including consultation, influencing, negotiation and relationship building
- Ability to manage multiple competing priorities and communicate timeline and status implications effectively
- Change management experience, including the ability to introduce and assist the management of change and deliver agreed outcomes
- Strong written communication skills with the ability to develop and administer complex policies, procedures, and reports
- Ability to remain flexible, meet unexpected demands and challenging timelines, sometimes with limited resources
- Experience in the preparation and administration of tendering documentation, particularly within a regulated industry.
- •Thorough understanding of and commitment to the highest standards of probity and integrity in procurement practices.
- Ability to demonstrate TasNetworks' core behaviours 'living our values'

Reports to:
Procurement Leader

Direct reports:

Approved:



Insert date approved

