

Position Description



Powering a
Bright Future

Procurement Specialist

Finance

Supply Chain - Procurement

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.
- 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
-

TasNetworks and **you.**

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:

0

Approved:

Insert date approved

Our behaviours **be curious** **be brave** own it

