

Position Description



Powering a
Bright Future

Category Specialist

Finance and Regulation

Supply Chain

Objectives

- Support the Category Manager in delivering commercialised strategies to address the nuances of industry, producing market analysis, and contract status reporting.
- Undertake and provide detailed analysis and metrics assessments to the contract owners and internal clients throughout the business.
- Provide key services to support contemporary contract lifecycle management and supplier relationship management practices.

Role Specific Accountabilities

- Develop and maintain category-specific analysis to support commercial and contractual decisions.
- Provide best practice advice to internal clients as part of regular reporting and as requested.
- Assist the Category Manager in the development and delivery of category strategies.
- Deliver contract lifecycle support to the category manager and internal clients through spend analysis and contract administration.
- Develop and contribute to tender documentation, including consultation with internal clients to produce accurate and appropriate scopes, specifications, and terms.
- Support Supplier Relationship Management activities in conjunction with the Category Manager and contract owners.
- Maintain effective and efficient pipeline of work communication with the Procurement team.
- Any other duty or task as reasonably and lawfully directed by TasNetworks

TasNetworks and **you.**

To be successful in this role

- Minimum 5 years' experience in a similar role or elsewhere in the Procurement/Contracts Management stream.
- Strong functional knowledge of contemporary practices throughout the Supply Chain spectrum.
- Highly capable in standard programs, such as SAP, ARIBA, and the Microsoft Office suite.
- Ability to undertake market analysis and present meaningful proposals based on data and information.
- Well-developed written and verbal skills with the ability to present professionally to varying audiences.
- Organised and diligent in maintaining contractual records, facilitating meeting cadences, and issuing reports.
- Ability to navigate complex problems with varied stakeholders and propose sensible solutions to achieve best overall outcomes for TasNetworks.
- Functional knowledge of standard contract forms, terms, and operative clauses.
- Versatile and highly adaptable to change in processes driven by continuous improvement.
- Comfortable in challenging the status quo to support high quality outcomes.
- Attention to detail with strong organisational skills.
- Highly customer-focused with a service oriented attitude.

Reports to:

Commercial Leader

Direct reports:

0

Approved:

September 2025

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

