



Position Description

Manager Procurement

Division	Corporate Services
Business Unit	Finance
Grade	TRP
Job Code	JC00131

Council overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to over 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council values

Our Council vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the vision and drives everything we do and the decisions we make.

Division - Corporate Services

The Corporate Services Division encompasses a range of key functions that support Council to deliver high quality services to our Northern Beaches bushland, rural and coastal community. The division comprises Finance, Governance & Assurance, Information & Digital Technology, Human Resources, Strategy & Performance and Community Engagement & Communications business units which all report to the Chief Operating Officer.

Business unit

The Finance Business Unit is committed to the delivery of relevant, timely and trusted financial services to support informed and sustainable decision making and the efficient delivery of services to our community.

The Finance Business Unit provides a range of services within a robust internal control environment including payments to our staff and suppliers, oversight of procurement and contract management, raising and collecting rates and other income from customers, treasury and cashflow management, long term financial planning, budgets, financial analysis and reporting, financial systems accounting, taxation compliance, external reporting and asset accounting.

The Finance Business Unit comprises the Procurement, Financial Planning and Systems and Transactional Accounting teams:

Procurement	Financial Planning & Systems	Transactional Accounting
• Corporate contracts • Strategy and process advice • Procurement templates • Support and training	• Systems accounting • Asset accounting • Financial planning • Management accounting • Financial accounting	• Accounts payable • Accounts receivable • Payroll • Rates • Treasury, banking and loans

Primary purpose of the position

The Manager Procurement leads and directs the delivery of procurement services, including procurement strategy, planning, sourcing, contract management and procurement risk management, to achieve value for money and meet organisational needs in accordance with legislative and policy requirements. The role provides strategic and operational leadership of the Procurement Team, expert advice to the Executive Leadership Team and Council, and drives continuous improvement, reform and procurement efficiencies across the organisation.

Key accountabilities

- Lead and develop a high-performing procurement team to deliver a centre-led, value-driven procurement function that supports Council's strategic and operational objectives.
- Lead strategic sourcing and stakeholder engagement activities to enhance decision-making and achieve quality, cost-effective and sustainable procurement outcomes.
- Champion supplier relationship management and contract performance to drive innovation, sustainability and long-term value, while ensuring effective performance management and timely resolution of issues.
- Oversee the implementation, monitoring and continuous improvement of procurement policies and processes to ensure compliance with legislative requirements, ethical standards and anti-corruption guidelines while promoting a consistent, standardised approach for operational efficiency.
- Identify, assess and mitigate procurement risks, including supply chain disruptions and financial exposure, while proactively identifying opportunities for cost savings, efficiency improvements and enhanced value.
- Build procurement and contract management capability across Council through training, coaching, knowledge sharing and continuous improvement initiatives.
- Establish and utilise procurement performance measures, spend analytics and reporting to support data-driven decision-making, forward planning and organisational outcomes.
- Model Council's values and lead change by fostering a culture of accountability, collaboration and service excellence.

Key challenges

- Building organisational procurement and contract management capability across a diverse range of activities, ensuring staff operate effectively within a complex legislative, policy and governance environment.
- Balancing strategic procurement outcomes with operational service delivery requirements while managing competing stakeholder priorities and reducing reactive procurement activity.
- Embedding consistent procurement and contract management practices across the organisation, ensuring compliance obligations are met and the highest standards of probity, transparency and public accountability are maintained.
- Driving value-for-money and continuous improvement outcomes through supplier performance management, data analytics, performance reporting, forward procurement planning and informed decision-making.

Key internal relationships

Who	Why
Chief Executive and Executive Leadership Teams	• Provide strategic advice and influence decision-making and strategic direction in procurement. • Report on procurement activity and performance. • Manage sensitive and contentious issues in procurement
Chief Financial Officer	• Provide expert advice on procurement matters and contribute to broader organisational directions. • Report on organisational performance in procurement and progress towards unit business objectives • Discuss solutions to sensitive and challenging issues
Direct reports	• Lead, direct, manage and support performance and development. • Guide, support, coach and mentor.
Stakeholders	• Provide expert advice on procurement strategies and direction. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.

Key external relationships

Who	Why
Stakeholders (including tenderers)	• Optimise engagement to develop capability, manage expectations and achieve mutually beneficial outcomes. • Provide feedback on procurement processes and suggestions for future improvements.
Vendors / service providers and contractors	• Gather information to support analyses of markets and suppliers and contract performance. • Explore business opportunities and develop innovative procurement strategies and supply arrangements. • Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements.
External auditors	• Provide information required for the audit of the annual financial statements.
Professional and sector associations	• Exchange information on market developments, performance benchmarking, innovation and other matters of mutual interest. • Establish networks to enable performance benchmarking, monitor market trends and maintain currency in trends and developments in procurement.
Other councils	• Establish networks to enable performance benchmarking, sharing of information and building capacity of the sector.

Key Role Dimensions

Decision making

- In line with the Northern Beaches Council delegations.

Reports to

- Chief Financial Officer

Direct reports

- 4 (Four)

Budget

- \$1.1 million (responsible for budget management for the Procurement team)
- For context, the organisation actively manages approximately 400 contracts with an annual procurement spend of around \$300 million. Council conducts around 30 public tenders and 60 RFQs valued at \$50,000+ each year.

Essential criteria

- Tertiary qualifications in Procurement, Commerce, Business, Finance, Law or a related discipline, or equivalent extensive demonstrated experience and achievements.
- Substantial senior leadership experience in procurement and contract management with a proven track record leading end-to-end sourcing, major tenders and high-value contract negotiations across complex, multi-stakeholder environments.
- Demonstrated knowledge and understanding of local government procurement policies, systems, procedures and legislation including probity.

Key capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.”

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Advanced	Act with Integrity & Demonstrate Accountability
	Display Resilience and Adaptability	Advanced	
	Act with Integrity	Adept	
	Demonstrate Accountability	Advanced	
 Relationships	Communicate and Engage	Adept	Community and Customer Focus
	Community and Customer Focus	Adept	
	Work Collaboratively	Adept	
	Influence and Negotiate	Intermediate	
 Results	Plan and Prioritise	Adept	Deliver Results
	Think and Solve Problems	Adept	
	Create and Innovate	Intermediate	
	Deliver Results	Adept	
 Resources	Finance	Advanced	Procurement and Contracts
	Assets and Tools	Intermediate	
	Technology and Information	Adept	
	Procurements and Contracts	Highly Advanced	
 Workforce Leadership	Manage and Develop People	Adept	Manage and Develop People
	Inspire Direction and Purpose	Adept	
	Optimise Workforce Contribution	Adept	
	Lead and Manage Change	Adept	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Act with Integrity	Adept	Acts honestly, ethically and with discretion and encourages others to do so Sets a tone of integrity and professionalism with customers and the team Supports others to uphold professional standards and to report inappropriate behaviour Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Demonstrate Accountability	Advanced	Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crises and identifies measures to avoid recurrence Takes responsibility for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework
Relationships		
Community and Customer Focus	Adept	Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Deliver Results	Adept	Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for projects and tasks with the team Identifies resource needs, including team, budget, information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Procurement and Contracts	Highly Advanced	Ensures procurement and contract management policy and practices are in line with guidelines Ensures effective governance of procurement processes and management of supplier and contractor performance Monitors and evaluates compliance with and effectiveness of procurement and contract management policies and procedures
Workforce Leadership Manage and Develop People	Adept	Seeks to understand the individual strengths, weaknesses, goals and concerns of team members Defines and communicates roles and responsibilities and sets clear performance standards and goals Coaches team members to help improve performance and development Regularly discusses performance with team members and provides accurate, constructive reviews Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way