

Position overview

Position title	Category Manager Supply Chain
Business unit	Enterprise Solutions
Remuneration type	Total Rewards
Reports to	Strategic Sourcing Manager
Direct reports (role)	N/A
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Southern Corporate Centre or Northern Corporate Centre
Success profile	5.3 Procurement Role Success Profile
Delegation level	Not Applicable

Position purpose

This position is responsible for the management, design and delivery of mid to high value / risk / complexity procurement categories, contracts, and/or sourcing activities which ensure Unitywater has effective and efficient supply relationships and contracting arrangements that promote value for money in the delivery of goods, services, construction works and projects which support and further Unitywater's business functions.

This role will expertly manage utilising specialist knowledge, one or more business critical categories, contracts, and/or sourcing activities.

By focussing on Enabling Value, Capturing Value and Sustaining Value, the Procurement team will deliver consistent, optimised fit for purpose outcomes that are underpinned by the core aligned principles of Effectiveness, Efficiency, Value, Integrity and Accountability. Through this lens and using ongoing cooperation and collaboration, we will continue the optimisation journey of; the Procurement function, and the outcomes that are delivered for Unitywater.

Position accountabilities

Key functions of the role include:

- At an expert level utilising specialist knowledge, lead cross functional and cross business teams through the planning and delivery of high level, high value, high risk, and/or high complexity Sourcing Events for the delivery of capital infrastructure and construction works as well as related goods and services such as:
 - Lead the planning and delivery of optimised outcomes across the entire Source to Contract lifecycle.

- Throughout delivery ensure ongoing alignment with the goals and objectives of Unitywater, through aligned category strategies, procurement plans, and the contract management framework.
- As the procurement expert applying specialist knowledge, lead the sourcing process bringing specialised knowledge of the supply market, suppliers, market engagement techniques, negotiation, analysis, contracting and commercial skills.
- Ensure probity, integrity, and accountability throughout the sourcing process with activities conducted in line with relevant legislation, procurement policy and associated directives.
- Proactively identify and manage/mitigate risks to the delivery of the Sourcing Event or to the business as a result of the Sourcing Event.
- Deliver sourcing outcomes which promote safe and environmentally responsible delivery.
- Make fact-based recommendations and obtain approvals from Senior Management, Executive, and the Board to enter into contracts that are optimised for business use.
- Develop, deliver, and implement high value, high risk, and/or high complexity Category Plans and Procurement Plans with the aim to capture and sustain value and mitigate risk to acceptable tolerances. Accountabilities include:
 - Utilise procurement expertise to design and periodically review the Category Plans with the aim of capturing value through ensuring alignment to present and future business requirements and market forces with a focus on managing supply risk, achieving value for money, and actively pursuing opportunities for improvement.
 - Maintain an overview of the Category with the aim of sustaining value through monitoring ongoing alignment and performance of contracts, suppliers, supply relationships, purchasing behaviours, changes in the market, and changes in business requirements.
 - Identify and oversee the delivery of Sourcing Events necessary to capture the value identified in the Category Plan.
 - Develop and utilise spend and market data to delivery strategic insights, analyse opportunities and mitigate risks.
 - Map Unitywater's inbound supply chain and identify and deliver plans to address supply chain risk with an emphasis on ensuring compliance with Security of Critical Infrastructure Act 2018 Cth (SOCI) through Unitywater's Critical Infrastructure Risk Management Program including risk from foreign influence and continuity of supply.
 - Design and implement strategies to sustain value through ensuring that a high percentage of spend is under contract and that purchasing behaviour is compliant with Unitywater's policies and procedures.
- At a senior expert level collaboratively manage the relationships with Unitywater stakeholders, with an emphasis on achieving results at an executive, board, and senior management level; incumbent suppliers, and the supply market to take advantage of emergent trends as well as foster innovation and efficiencies to mutual benefit.
 - Ensure that value is sustained through the proactive identification and intervention where supply issues or risks exist which may or are adversely affecting Unitywater's ability to deliver its services or the cost to deliver services.
- Mentor, coach, provide expert advice and/or direction to members of the Procurement team, Contract Managers, Management, Executive, Suppliers, and other key stakeholders throughout Unitywater.
- Meet relevant ISO standard.

- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key relationships

Key working relationships internal and external to Unitywater are:

- Unitywater's Board
- Senior Managers and the Executive Leadership Team throughout Unitywater
- Procurement Leadership Team and Branch;
- Enterprise Solutions Team
- Procurement Operations Team
- Business Units across Unitywater
- Contract Managers throughout Unitywater
- Purchase Requestors or any position which buys or receives works/goods/services at Unitywater.
- Suppliers and Contractors including their Key Account Managers, Senior Project Managers, Senior Management, and Executive
- External stakeholders including industry associations and experts

Capability requirements

The requirements for the position are:

- Relevant industry qualifications such as Degree Qualification in an appropriate field i.e. Business, Law, Commerce, or similar or an equivalent combination of relevant experience and/or education/training.
- 7+ years of relevant Procurement, Commercial, Category Management, or Supply Chain leadership experience.
- Current C Class Drivers Licence.

Within the context of the duties and accountabilities described above, the ideal applicant will be someone who has:

- Demonstrated knowledge and experience at an expert specialist senior level in the development, assessment and successful delivery of relevant procurement Categories, preferably within a utility or similar within Australia.
- Exceptional strategic thinking, commercial skills, and business acumen with proven capability.
- Expert analytical, problem-solving, and dispute resolution skills with a sound ability to identify and effectively articulate problems and issues and the capability to think laterally to provide innovative solutions.

- A high level of written and verbal communication skills with a demonstrated ability to provide quality customer service, project a professional image, and negotiate optimal commercial outcomes for the business at all times.
- Effective time management and prioritisation skills with the demonstrated ability to work independently, prioritise and coordinate a range of tasks, and maintain energy and resilience to see projects through to close.
- An ability to balance achieving results and maintaining relationships including:
 - Strong Leadership skills including a demonstrated ability to collaborate and cooperate across functions and across business units to achieve results; and
 - Strong Stakeholder Relationship Management skills including the ability to influence others, particularly senior stakeholders.
- Ability to maintain and demonstrate Integrity and Credibility [lead by example and expectation].
- CIPS accreditation at Level 6 Professional Diploma in Procurement and Supply or above is desirable but not required
- Expert skills in utilising Spend Analytics, risk management, financial systems, and other analytical systems and tools.
- Actively takes personal responsibility for self-development and maintenance of professional capabilities.
- Your role may require you to perform tasks across various categories, each of which may entail different knowledge and responsibilities.

One Unitywater Behaviours

The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

Create the Future is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

Care Together is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

Own It is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.