

## Position overview

<b>Position title</b>	Strategic Sourcing Business Partner
<b>Business unit</b>	Enterprise Solutions
<b>Remuneration type</b>	Indoor EA Level 6
<b>Reports to</b>	Strategic Sourcing Manager
<b>Direct reports (role)</b>	Nil
<b>Locations(s)</b> (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Flexible
<b>Success profile</b>	5.3 Procurement Role Success Profile
<b>Delegation level</b>	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.

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, lead cross functional and cross business team through the planning and delivery of mid to high level value / risk / complexity Sourcing Events.
  - 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, 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.
- Develop, deliver, and implement mid to high level value / risk / complexity Category Strategies and Procurement Plans with the aim to capture and sustain value.

Accountabilities include:

- Utilise procurement expertise to design and periodically review the Category Strategy 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 Strategy.
- Develop and utilise spend and market data to analyse opportunities and mitigate risks.
- 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.
- Collaboratively manage the relationships with Unitywater stakeholders, 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 all HACCP (Hazard Analysis Critical Control Point)
- 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

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Key working relationships internal and external to Unitywater are:

- Manager Strategic Procurement – Construction
- Manager Strategic Procurement – Goods & Services

- Corporate Strategy & Performance Team
- Senior Managers and the Executive Leadership Team throughout Unitywater
- Procurement Operations Team
- Business Units across Unitywater
- Contract Managers throughout Unitywater
- Purchase Requestors or any position which buys or receives 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

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The requirements for the position are:

- Relevant industry qualifications such as Degree Qualification in an appropriate field i.e. Business, Law, Commerce, Construction Management or similar or an equivalent combination of relevant experience and/or education/training.
- 5+ years of relevant Procurement, Commercial, or Contract Management 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 a senior level in the development, assessment and successful delivery of relevant procurement Categories and/or Sourcing Events, and/or Project Procurement, preferably within a utility or similar within Australia.
- Exceptional strategic thinking, commercial skills, and business acumen with proven capability in contract negotiations and the ability to understand and accurately interpret contracts.
- Strong 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]

- A thorough understanding and application of Australian Commercial Supply Contracts. Knowledge of specialist contracts may be required dependent on the category being managed (refer to Annexure 1 for further information).
- CIPS accreditation at Level 5 Advanced Diploma in Procurement and Supply or above is desirable but not required
- Strong skills in utilising Spend Analytics, sourcing, 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 which are outlined below:

### **Construction Works / Capital Infrastructure Projects Delivery**

This category includes managing the sourcing and contracts for the delivery of capital projects. Projects may range from delivering Low Value Low Risk projects where the majority of the works are already sourced via a standing offer arrangement or panel up to High Value High Risk projects inclusive of sourcing long lead and complex or bespoke items.

This category requires:

- Demonstrated experience with Australian Standard Construction Contracts or similar industry bespoke contracts commensurate with the projects being delivered.
- Familiarity with a variety of construction commercial models, such as:
  - EOI – Expression of Interest
  - ECI – Early Contractor Involvement
  - ETI – Early Tender Involvement
  - DBOM – Design Build Operate Maintain
  - DBB – Design Bid Build
  - D&C – Design and Construct
  - Alliance
  - Managing Contractor Arrangements
  - Collaborative Partnering Agreements

### **Construction Services Framework**

Principally responsible for establishing and managing arrangements at a Strategic (High Value High Risk) level which enables the delivery of Unitywater's Capital Program. This category includes managing standing offer arrangements and panels for strategic construction partners, specialist civil services, and minor civil services.

This category requires:

- A thorough knowledge of Australian Standard Construction Contracts.
- Demonstrated experience in the delivery of Civil Services Contracts at a Strategic level, in the water and wastewater infrastructure or a related sector.

## Goods

This category includes the sourcing and managing the supply of critical and non-critical goods including:

- Pipes & Fittings [Business Critical]
- Bulk Chemicals [Business Critical]
- Valves, Meters, & Hydrants [Business Critical]
- Critical Spares & Rotables [Business Critical]
- Manholes, Boxes, Lids, Pre-formed Concrete & other goods
- Hardware & electrical supplies
- Uniforms & PPE

This category requires a strong background in goods sourcing, inventory management, and demonstrated experience in managing an inbound goods supply chain which sources goods both domestically and internationally.

## Indirect (Corporate)

This category includes all supporting services and indirect spend not within another category. Examples include:

- Labour, Recruitment, & Employee Services
- Consultants & Contractors
- Quality, Audit, & Insurances
- Financial & Revenue Services
- Support Services

## Service Delivery Operations

This category includes managing all contracts which support the ongoing operations of Unitywater and are usually low value but essential services therefore high risk, for example:

- Asset Assessment & Renewal
- Mechanical & Electrical Services
- Green Assets
- Small Equipment & Hire
- Fleet & Fuel

# One Unitywater Behaviours

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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.