



Job Profile

Procurement Analytics Reporting Lead

Group: Finance, Commercial & Digital

Job Summary

To be completed by People and Culture team			
Job Family	Supply Chain & Procurement	Career Stage	F
Job Function	Procurement	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	1/12/2021
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	3
People Leader	Yes	Indirect Team Size	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

To contribute to Procurement Effectiveness by designing, implementing and continually improving Procurement reporting and providing analytical support that includes but not limited to delivering research, analytics and insights on cost structures, suppliers, market indicators and internal expenditure opportunities, and commercial benchmarking.



Accountabilities

Job Specific	• Lead the design and implementation of Procurement analytics tools, templates, and services offering to support stakeholders through Procurement Lifecycle • Manage initiatives to continuously improve and uplift Procurement analytics capability • Provide research, analytics, insights and reporting support to category management, including the analysis of cost structures, supplier research, market indicators and expenditure opportunities in order to • identify alternate supply strategies/suppliers, tender analysis and new products and services. • Provide data and analytics to inform business cases, hypothesis development, benefits tracking for tenders and contracts and to support the development of sourcing strategies • Provide data and analytical tools and methodologies, including data modelling and statistical analysis techniques to improve Procurement outcomes and support decision making • Identifies and proposes performance measures or analytics to stakeholders, contributes to the development of hypotheses guiding investigations and the creation of analytical models • Develop information collection methods, perform surveys, research and analytical studies to support decision making in respect of Procurement • Identifies opportunities to develop forecasts, statistical models, KPIs and data-driven analysis to monitor, measure and inform cost management and business performance to improve operations • Collect and interpret supplier performance data and provide feedback to Procurement teams and business divisions • Lead the development and implementation of Procurement reporting framework to meet the requirements of internal clients and procurement • Define, measure, continuously monitor the effectiveness of, and providing insights of key metrics and KPIs that enable Sydney Water to make key decision relating to Procurement activities and processes • Develop, maintain, continuously update and publish Procurement KPI reporting and dashboard • Conduct data gathering, data integration, analysis and the production of reports to deliver regular and accurate reporting of procurement KPIs to all key stakeholders • Proactively prepares analysis and hypothesis-based reports to enable management to effectively challenge costs, evaluate performance and enhance decision-making • Produce and distribute integrated monthly reporting on the performance of procurement against corporation objectives, governance requirements. • Lead continuous improvement initiative to produce best-in-class of Procurement reporting and dashboard • Monitor quality of Procurement data ensuring data is regularly updated to enable the accurate tracking of progress and benefits against all projects • Provide and support the means of integrating information from various systems in support of overall Procurement reporting
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Role Requirements

Education / Qualifications

Required	Relevant degree qualification/s (e.g. Supply Chain, Data and Analytics, Business) and/or proven role experience deemed equivalent
Desired	Professional Procurement (e.g. MCIPS) qualification desirable

Certifications / Licences

Required	
Desired	

Experience

Required	8+ years' experience working in procurement analytics and reporting function in a large complex organisation, preferably in a similar organisation or industry sector - Demonstrated experience in research, systems, data mining and analytics, modelling and information presentation - Proven ability to identify appropriate data sources including interpreting any underpinning factors affecting data reliability and or accuracy - Experience in leveraging key software packages and analytic tools increasing effectiveness and efficiency, maintains and improves existing models; incorporating stakeholder needs and requirements - Demonstrated experience in partnering with the business to conduct commercial benchmarking and evaluation - Proven team leadership and people management experience in operational and commercial support environment, including developing direct reports and driving a culture of continuous improvement. - Proven ability to engage and influence cross-functional stakeholders at various levels including senior executives - Demonstrated ability to partner closely with the business to obtain buy in and contribution required to deliver assigned tasks while maintaining a degree of functional independence. - Demonstrated complex problem solving and analytical skills with ability to define outcomes and action plan to deliver on the agreed objectives - Outstanding communication skills with the ability to build positive working relationships with ease - Proven ability to support the development, articulation and implementation of strategy through business insight and analytical skills
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	• Consulting or professional services experience is preferred but not essential • Extensive knowledge of reporting, data and analytics • Sound knowledge of analytical and reporting tool such as Microsoft Power BI • Knowledge of procurement process and system (preferably SAP Ariba)
Desired	•



Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (F-H)			
Capability	Descriptor		
Accountability	Sets direction and motivates others to hold themselves accountable for achieving goals. Leads by example, collaborates, and sets a high standard for accountability and commitment.		
Agility	Creates team culture to encourage agile ways of thinking and working. Role models flexibility and adaptability in teams/business areas.		
Innovation	Improves or adapts existing methods and processes to achieve greater value. Manages risks, is open to and shares lessons learnt with others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Analytical Skills	1	Essential	Mastery
Reporting tools	2	Essential	Advanced
Business Acumen	3	Essential	Advanced
Complex Problem Solving	4	Essential	Advanced
Process Improvement	5	Essential	Advanced
Stakeholder Management	6	Essential	Intermediate
Governance	7	Essential	Intermediate
Procurement Software	8	Desirable	Intermediate
Auditing	9	Desirable	Developing
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches' others.			
Mastery - Strategic, sought as expert internally and externally.			

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.