Sydney WATER

Job Profile

Senior Pre-Contract Manager

Group: Finance, Commercial & Digital

Job Summary

To be completed by People and Culture team			
Job Family	Supply Chain & Procurement	**Career Stage**	G
Job Function	Procurement	**Career Stream**	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	**Last Modified Date**	15/12/2024
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	**Team Size**	4
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

Management accountability for the Major Projects Pre-Contract (procurement) team. In partnership with the business, to develop, deploy and manage procurement and delivery strategies for Major Projects. Manage procurement aspects of INSW Gate 1 and 2 and manage INSW Gate 3 and 4 across Major Projects, Manage procurement and transaction activities across Major Projects that ensure value for money, appropriate levels of service and compliance with procedures and professional best practice. To leverage Sydney Water's buying power in goods and services, unlocking value from the supplier base and managing procurement processes effectively. Collaborating across business functions, to lead the development and maintenance of relationships with key suppliers and negotiation of contractual arrangements. To be client relationship lead for key strategic business relationships, with the ability to manage complex internal business and external Suppliers with strategic procurement needs. To constantly seek to identify opportunities for improvement across business units by facilitating innovation in supply and increasing procurement capability in team and across Sydney Water.

Accountabilities

Job Specific	• Manage development of procurement and delivery strategy for Major Projects. • Partner with the business to understand and clearly communicate Sydney Water's vision and expected outcomes for each contract and/or internal business function. • Manage the multi criteria assessment process for an optimal way to package and deliver Major Projects to create the most effective interfaces with and between suppliers, allowing Sydney Water to manage the risks it is best placed to manage. • Manage a series of market sounding processes with external suppliers to generate market appetite and use feedback in an iterative process to shape packaging and delivery model for Major Projects • Lead procurement risk workshops for identification and optimum allocation of risk in contract. • Manage the end to end transaction process including expression of interest, request for tender and Early Contract Involvement and lead, evaluation, negotiation of commercial and contractual terms, contract formulation and award. • Manage strict probity measures in all Major Project procurement activities across the lifecycle. • Monitor supplier's performance and capacity and develop Tier 2 high performing suppliers. • Where required, lead the establishment of one-off contracts and commercial arrangements. • Establish contracts in Ariba for business use, establish Contract Workspace and SPM workspace and develop with the business a contract handover plan. • Provide guidance and instruction to the business on procurement and transaction process for Major Projects • Support the embedding of ARIBA and participate in ongoing system and process improvement. • Ensure 'real time' updates for Major Projects and other reporting requirement.

Role Requirements

Education / Qualifications

Required	• Relevant degree qualification (e.g. Quantity Surveying, Construction Law, Engineering, Business) or experience deemed equivalent • Professional MRICs or equivalent qualification
Desired	•

Certifications / Licences

Required	•
Desired	•

Experience

Required	• At least 15 years' experience in pre-contract and contract management of construction and infrastructure projects in a large complex organisation, preferably in a similar organisation or industry sector with at least 3 years in a senior leadership role • Strong understanding of construction procurement, delivery model and NSW tendering and transaction requirements • Demonstrated experience in partnering with the business to develop effective procurement strategies and lead commercial negotiations. • Ability to partner closely with the business while maintaining a degree of functional independence • Participates and contributes to project reviews including progress and status updates, outcomes and future improvement discussions; identifies and escalates any possible project plan variances • Leadership of Major Projects Pre-Contract (Procurement) team • Accontable as the single point of contact for all Pre-Contract (procurement) matters within Major Projects, • Manage key stakeholder relationships within Major Projects • Lead sourcing activities and management of large, complex projects and often facilitate expert reference groups • Lead supplier event days and other internal/external communication forums aimed at developing and engaging with the supply base to improve performance • Lead cross-functional teams in the evaluation of large, complex, organisation-wide agreements

	• Deep understanding of financial, commercial and regulatory cost drivers, provides advice on the business implications of costs/ benefits to ensure the outcomes are aligned to the organisation's strategic goals • Possesses extensive knowledge of infrastructure and construction industry players, emerging trends and competitive strategies • Knows and can talk to all supply chain, procurement components and the key drivers of performance which drive the benefits realisation • Identifies, develops and implements project schedules and plans; prepares accurate documentation to support cost and resource estimates for projects • Collaborates effectively with other project team members and promotes the use of project management tools, principles, quality assurance and governance frameworks • Ensuring timelines are adhered to for projects by keeping stakeholders aware of risks and issues with timing, scope and execution • Participates and contributes to project reviews including progress and status updates, outcomes and future improvement discussions; identifies and escalates any possible project plan variances
Desired	•

Sydney WATER

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
Negotiation	1	Essential	Advanced
Procurement	2	Essential	Advanced
Decision Making	3	Essential	Advanced
Negotiation	4	Essential	Advanced
Stakeholder Management	5	Essential	Advanced
Contract Management	6	Essential	Advanced
Project Management	7	Essential	Advanced
Supplier Management	8	Essential	Advanced
Strategic Procurement	9	Desirable	Advanced

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.