Sydney WATER

Job Profile

Senior Procurement Specialist

Group: Finance & Commercial

Job Summary

To be completed by People and Culture team			
Job Family	Supply Chain & Procurement	**Career Stage**	E
Job Function	Procurement	**Career Stream**	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE 1	**Last Modified Date**	5/05/2025
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	**Team Size**	
People Leader	No	**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

Deliver best-in-class procurement services to ensure that the business gets the goods, services and facilities it needs, when it needs them and for the right total cost of ownership. The role exists to deliver procurement services, drive commercial performance, decision making and value-for-money outcomes across the Sydney Water business groups.

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Accountabilities

Job Specific	
	Partnering with Business • Provide through collaboration, commercial advice to the business and assist with financial management as appropriate. • Provide guidance, support, and instruction to the business on procurement, sourcing, and contract management processes, systems, procedures, templates and completion of sanctioned documents. • Aim to improve stakeholders' experiences and buy-in while ensuring that effective governance is adhered to throughout procurement lifecycle. • Advocate for best-in-class procurement services and offering that will help the business achieving their objectives and increase value for money. • Contribute to create project pipeline visibility to support resource planning including proactive engagement with business to ensure they can also support activities. **Category Management Practice** • Assist with the development, implementation and management of category strategies in line with the overall direction of the defined category plan, including the preparation of stakeholders' engagement documents. • In alignment with category strategies, lead the delivery of sourcing & non-sourcing initiatives which deliver material benefits as recognised by the business. **Source to contract** • Manage the end-to-end sourcing process including task brief, option / hypothesis development and testing, procurement strategy development, market engagement, evaluation, negotiation of commercial and contractual terms, contract formulation and award. • Ensure that all supply market engagement activity is of the highest quality, understand industry best practice including value levers, and is undertaken consistently with organisational values, compliance and probity requirements. • Ensure sourcing activities and related data are captured and managed in the required systems, for the purposes of tracking benefits and status of all projects. **Contract, panel, supplier management** • Take on contract management responsibility for assigned contract • Provide end-to-end support of contract management, including but not limited to pricing reviews, contract variation, contract re-negotiation, contract renewal and termination. • Provide assistance when dealing with contractual issues as they are raised, and consult with the business, legal, insurance and compliance to develop recommended resolution. • Enable and support Procurement Manager to apply effective and consistent Panel management process. • Ensure that supplier performance including sustainability is tracked and reported, and corrective actions are taken to improve or maintain high level of supplier performance. • Support supplier relationship activities for major and strategic suppliers. **Teamwork** • Support all members of the team to deliver best in class procurement services. • Demonstrate commitment to our Procurement plan, vision and objectives and understand your contribution to achieve these.

	• Contribute to continuous improvement initiatives of procurement processes, systems, tools, templates and ways of working, with business partner input and consultation where required. • Participate in team development, planning and co-ordination activities to enable the team to work effectively together. • Hold ourselves accountable for the quality and outcomes of our team contribution and performance. • Supporting analysis on regulatory-related data, processes, business requirements, operating model.

Role Requirements

Education / Qualifications

Required	Relevant degree qualification (e.g. Supply Chain, Finance, Business) or experience deemed equivalent
Desired	Professional Procurement qualification such as CIPS (or equivalent)

Certifications / Licences

Required	•
Desired	•

Experience

Required	• 5+ years' experience working in procurement or commercial management function in a large complex organisation, preferably in a similar organisation or industry sector • Demonstrated experience in partnering with the business to lead sourcing projects, support commercial negotiations and manage contracts across the lifecycle • Solid understanding of strategic sourcing, contract development, contract and supplier management and procurement metrics reporting. • Demonstrates an operational knowledge of category management principles, tools and best practices • Strong and proactive stakeholder management skills • Ability to analyse all internal and external procurement information to effectively develop strategies. • Financial analytical and research skills – ability to assess situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed and are critical. • Demonstrated ability to prepare procurement documentation, which is professional, well-structured and concise, uses appropriate language and contains relevant information. • Draws out and articulates customer and/or business requirements and translates them into selection criteria, Service Level Agreement (SLA's) within a contract and on-going performance evaluation criteria.

	• Develop evaluation plans that allow for a multi-stage evaluation and assessment of several potentially competing criteria and complex value for money calculations • Demonstrate knowledge of the supplier evaluation and selection process and manage the process. • Ability to develop and execute detailed contract management plans that include defined KPIs, a pre-determined approach to feedback, and an action plan to address non-performance issues • Ability to prepare the benefits business case and apply a basic understanding of key financial indicators to assess short, medium and long-term benefits • Ability to articulate the trends and prepares commentary for management updates and in response to initiatives, benefits and outcomes. • Possess commercial negotiation skills – able to communicate, understand, interpret and value offers and proposals to arrive at a commercially and legally sound outcome for Sydney Water whilst maintaining relationships. • Problem solving skills - able to have difficult conversations in a mature, professional way with the view to achieving win-win outcomes. • Ability to develop strong supplier relationships, meeting with the supplier to evaluate performance against established criteria and the terms of SLAs. • Ability to identify and pursue opportunities to improve supplier performance and relationships and contract outcome agreements and acts on these opportunities.
Desired	•

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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 (C-E)	
Capability	**Descriptor**
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.

Functional Skills			
Skill	**Priority**	**Essential or Desirable**	**Proficiency level**
Negotiation	1	Essential	Advanced
Analytical Skills	2	Essential	Advanced
Governance	3	Essential	Advanced
Process Improvement	4	Desirable	Advanced
Project Management	5	Desirable	Intermediate
Stakeholder Management	6	Desirable	Advanced
Auditing	7	Desirable	Intermediate
Content Management	8	Desirable	Intermediate
Detail Oriented	9	Essential	Intermediate
SAP Applications	10	Desirable	Intermediate

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.