Sydney WATER

Job Profile

Senior Procurement Systems Specialist

Group: Finance & Commercial

Job Summary

To be completed by People and Culture team			
Job Family	Information Technology	**Career Stage**	TBC
Job Function	IT Support	**Career Stream**	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	**Last Modified Date**	16/01/2023
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

The role develops and delivers procurement systems (SAP Ariba) training to internal stakeholders and suppliers to enable business improvement in line with industry standards and internal policies. The role leads streams of work within a continuous improvement environment focusing on increasing SAP Ariba functional adoption to improve business process and user experience.

Accountabilities

Job Specific	• Design, develop and deliver effective training of procurement systems (SAP Ariba) to internal stakeholders and suppliers in line with the procurement framework • Translate technical into business terms and determines the appropriate knowledge delivery to enable end-user capability and support • Keep abreast of new SAP Ariba product features and assess suitability for internal deployment to inform and enable continuous improvement as part of the Sydney Water Strategic Outcomes • Manage the Procurement Continuous Improvement backlog to ensure items are progressed and data is kept updated for accurate reporting • Develop system prototype as part of business process review to ensure proposed solution meets user requirements • Maintain relevance, accuracy, and quality of content in the procurement communication sites in partnership with process owners and systems specialists that enable common understanding of procurement processes and initiatives and strengthen self-service knowledge base • Develop complimentary applications using Sydney Water-recognised software such as Microsoft O365 to reduce manual process in order to achieve the Sydney Water Strategic Outcomes • Build successful relationships with key stakeholders and system users to achieve common objectives

Role Requirements

Education / Qualifications

Required	• Tertiary qualifications in Procurement (CIPS), Business, Engineering, Information Technology or relevant industry experience
Desired	•

Certifications / Licences

Required	•
Desired	•

Experience

Required	• Demonstrated experience in developing training plan and delivering training to internal stakeholders and suppliers • Demonstrated experience in configuring Procurement Systems (Ariba) to enable business process • Demonstrated experience in technical writing and sound understanding of knowledge management principles and best practices • Experience in leading streams of work in a continuous improvement environment • Sound knowledge and understanding of upstream and downstream procurement processes (Supplier Lifecycle Management, Procurement Category Management, Source-to-Contract, Contract Management, and Purchasing) • Sound knowledge of master data as used in procurement processes
Desired	• Experience in end-user procurement system support • Experience in Microsoft O365 automation applications

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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	
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**
Detail Oriented	1	Essential	Advanced
Negotiation	2	Essential	Advanced
Analytical Skills	3	Essential	Advanced
End-User Training And Support	4	Essential	Advanced
Procurement Software	5	Essential	Intermediate
Project Management	6	Essential	Intermediate
SAP Applications	7	Essential	Advanced
User Experience (UX)	8	Desirable	Intermediate
Complex Problem Solving	9	Essential	Developing
Workshop Facilitation	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.