



Procurement & Contract Specialist

Position Description

About the employer

Who is the National Heavy Vehicle Regulator?

From January 2013, the new National Heavy Vehicle Regulator (NHVR) commenced operations as an independent body responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass.

Hosted in Queensland, the NHVR will minimise the compliance burden on the heavy vehicle transport industry, reduce duplication and inconsistencies across state and territory borders, and ultimately introduce a one-stop-shop for heavy vehicle business with government in Australia.

A critical part of the new regulatory framework will be to harmonise the heavy vehicle legislation currently operating across all the states and territories. The NHVR will administer one nationally consistent set of rules for Australia's heavy vehicle owners, operators and drivers under the Heavy Vehicle National Law (HVNL).

"We're on the road to One Regulator, one rulebook and our role on that journey is to facilitate, innovate and regulate..." - Sal Petrocchio, CEO (NHVR)

What is important to us?

The NHVR is seeking to develop its own fresh identity and culture driven by a workforce which is:

- › Energetic and responsive
- › Professional and competent
- › Creative and innovative
- › Solutions-driven
- › Engaging and collaborative

We value staff with a genuine belief in the work they do and the benefit it will bring. We aim to develop a supportive work environment which we believe will be achieved by a focus on professionalism, team work and collective values.

What do we expect of our workers?

The NHVR is seeking an individual who:

- › Is committed to meet and exceed the expectations of our clients and stakeholders
- › Is energised by identifying new approaches and solutions
- › Is innovative in addressing day-to-day challenges
- › Supportive towards colleagues and contributes towards making their workplace an enjoyable place to be

Commitment to safety, diversity and anti-discrimination

The NHVR is committed to providing a safe, forward-thinking and tolerant work environment. Diversity within our workforce will be valued as being representative of the standards, values and diversity within the community and clients we serve.

"As a national regulator, we're for every heavy vehicle, operator and driver and safety doesn't stop at borders." – Sal Petrocchio, CEO (NHVR)

Procurement & Contract Specialist

Title	Procurement & Contract Specialist
Reports To	CFO & Executive Director Corporate Services
Direct Report/s	Nil
Unit	Corporate Services
Job Type	Permanent, Award
Annual Salary	~\$112,000 plus superannuation
Location	Brisbane
Closing Date	30 January 2015

Environment

“One Regulator, one rulebook” is the vision of the National Heavy Vehicle Regulator. The journey to achieving our goal of being a one-stop-shop will be aided by our ability to facilitate, innovate, and regulate the heavy vehicle industry. Continuing to refine and improve the way we do business and the outcomes we achieve, together with our industry and government partners will see us establish ourselves as the advocate of every heavy vehicle, operator and driver.


Offering an array of functions to the wider organisation, Corporate Services will facilitate the delivery and achievement of strategic objectives through an innovative service delivery framework.

Primary Objectives

- › Establish, deliver, and manage best practice procurement policies and procedures.
- › Develop and maintain key supplier agreements with a continuing focus on efficiency gains.
- › Provide accurate and timely reporting to the CFO & GM Corporate Services, CEO, and other senior members of the organisation on key performance indicators.

Key Responsibilities/Accountabilities

- › Champion the creation, implementation, and dissemination of centralised contract and procurement policies.
- › Establish, review, and maintain contract and procurement processes to ensure goods and services are obtained in an efficient and timely manner and in accordance with sound governance practices.

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- › Identify opportunities for cost savings through product substitution, market testing, or other means.
 - › Active participation in organisation planning as it relates to procurement activities
 - › Implement a continuous improvement program in purchasing practices, procurement, and contract management.
 - › Deliver accurate, comprehensive, and timely reports on a regular basis to management on key performance indicators and changes in the cost of goods and services. Specifically but not limited to quantity variances, price variances, and supply chain issues.
 - › Ensure all purchases meet NHVR policy, management standards and legislative and regulatory requirements from a governance, cost, and workplace, health, and safety perspective.
 - › Provide effective advice to the wider organisation on contract/agreement entitlements, obligations, and purchasing methods and quantities.
 - › Manage and maintain purchase order requisitions and goods receipt process.
 - › Build and nurture effective and influential relationships with internal and external stakeholders, suppliers, and partners.


Skills and Capabilities

- › Demonstrated interpersonal skills and the ability to manage effective relationships with suppliers, stakeholders and management.
- › Proven ability in and commitment to great customer service.
- › Demonstrated ability to negotiate and influence stakeholders with a view of achieving desired outcomes and cost savings.
- › Highly developed written and verbal communication skills.
- › Methodical attention to detail and a proven ability to plan, coordinate, and prioritise work.
- › Ability to anticipate, deal with, and manage changing requirements in an evolving organisation.
- › Innovative and original thinking.
- › Maintain client confidence and protect the professional integrity of the CEO, Executive and Board by keeping information confidential in a politically sensitive environment.

Qualifications and Experience

Essential to the Role:

- › Minimum of 5 years' experience in a procurement and contract management role.

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- › Administration and financial budgeting and reporting, for the development, planning, updating and reviewing of contracts.
 - › Able to demonstrate an active role in procurement process establishment and improvement
 - › Relevant tertiary degree.
 - › Intermediate to advanced knowledge of Windows OS and Microsoft Office suite.

Additionally, the successful candidate will be required to undergo criminal history and background checks. All NHVR employees are required to comply with legislative and regulatory requirements and organisational policies and management standards.

Application Process

To apply for this role, please provide a current copy of a Curriculum Vitae or Resume, including:

- › Your contact details;
- › A comprehensive employment history including functions or roles performed;
- › Major achievements / awards; and,
- › At least two recent employment referees (current and previous Supervisors / Managers).

In addition to the Curriculum Vitae or Resume, applicants must provide a covering letter outlining their knowledge, skills and abilities relevant to the key responsibilities/accountabilities of the role. As a guide, this document should be no longer than three pages in length and must be forwarded to:

Robyn Pearson
Manager People & Capability
National Heavy Vehicle Regulator
recruitment@nhvr.gov.au