

# Position Description



Position Title **Manager Purchasing and Support**

Position No 00069062  
Delegation Level 005  
Job Designation Manager  
Organisational Unit Purchasing and Support  
Financial Control  
Work Centre Brisbane  
Position Type Permanent  
Rail Safety Worker No  
Medical Fitness Standard Refer to relevant business instructions.  
Performance Plan Type Lead Others  
Base Hours (Fortnight) 76.00  
Shiftworker No  
Classification (Range) AS7 .1 - AS7 .4  
Pay Scale Type ASPT  
Reports to Position Manager Finance Services

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - Be One, Proud and Focused  
Treat each other with Respect - Be Open, Honest and Supportive  
Enjoy what we do - Be Positive, Involved and Enthusiastic  
Act Safely - Be Aware, Prepared and Accountable  
Make a difference - Be Innovative, Adaptable and Resourceful

## Position Purpose

Lead and manage the Purchasing and Support team in the transactional acquisition of goods and services to achieve value for money commercial outcomes, meet legislative and policy requirements, and contribute to continuous improvement on behalf of and in conjunction with internal customers.

## Position Responsibilities

1. Participate as a member of the Finance Services leadership team to provide leadership in the strategic and operational management of transactional purchasing in a dynamic and changing integrated passenger and rail infrastructure environment through effective strategy formulation, customer, business partner and stakeholder engagement, financial and commercial excellence, people leadership and change management.
2. Lead and develop a highly effective and engaged team by making a strong contribution to achieve the Function's business targets, objectives, performance measures, safety responsibilities and continually seek to implement business performance improvements.
3. Lead and collaborate with local Purchasing and Procurement teams in Business teams in Business Unit Sourcing processes to better enable transactional purchasing, specifically pricing and lead-time of catalogued items to provide and improve business value.
4. Manage the Purchasing and Support team to deliver requests for quotations and purchasing outcomes in agreed timeframes for relevant transactional purchasing categories using strategies and frameworks to meet business requirements on a whole of organisation level, ensuring probity and transparency in all activities while maximising commercial benefits.

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5. Manage and govern the maintenance and approval of SAP Outline Purchase Agreements to Support Enterprise wide transactional purchasing, process efficiency, utilisation of catalogues, lead-times and solution automation.
6. Build and maintain excellent relationships with key stakeholders across the business to ensure that transactional purchasing and contractual arrangements are approached consistently and in accordance with frameworks, legislative requirements and delegations of authority.
7. Provide thought leadership, process ownership, governance, continuous improvement in the areas of business process, reporting, analytics, mobility, digital learning, inventory management, master data management, specifically master data, material and service catalogues.
8. Perform opportunity analysis to identify improvement opportunities / projects that will deliver significant cost savings and provide valuable improvement opportunities at organisational level.

## Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

## What is the key selection criteria

1. High level of skill to lead and managing a high performing transactional purchasing team to provide commercial and customer focused services to relevant portfolio areas within the business.
2. High level of skill in developing and executing strategic purchasing frameworks and methodologies for end to end purchase to pay processes.
3. Extensive knowledge SAP/R3 purchasing experience (ECC, MM and SRM modules) and commercial acumen when dealing with commercial purchasing transactions negotiations across a range of supplier, commercial and internal stakeholder groups.
4. Extensive knowledge of Queensland Rail's policies, procedures, process improvement, project management, change management approaches and methodologies, business processes and systems with specific emphasis on Procurement, Purchasing, Inventory systems and Master Data Management.
5. Extensive knowledge of contemporary purchasing practices and systems to influence and contribute to the strategic direction of the Purchasing and Support function.
6. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain innovative, productive relationships and partnerships.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## Pre-employment Checks:

Not Applicable

## Mandatory Qualifications (If not already held, I will gain these when in position)

- 40007588 All Aboard
- 40001627 Building Emergency Procedures

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## **Enterprise Qualifications (If not already held, I will gain these when in position)**

40009601 Code of Conduct Refresher  
40006537 Rail Safety Awareness

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

### **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.