



Regional Procurement Project Manager

Position Description

POSITION DESCRIPTION

RAMJO Regional Procurement Project Manager 2024

CLASSIFICATION	
SALARY	\$110,000 per year, pro-rata 0.6 FTE plus 11.5% employer superannuation contribution
VEHICLE	Kilometre allowance or access work vehicle provided as required
REPORTING TO	Executive Officer
EMPLOYMENT TYPE	Part-time, 21 hours per week, fixed term for 12-24 months with possibility of extension, funding dependent.
AWARD	NSW Local Government State Award 2023

ABOUT US - RIVERINA & MURRAY JOINT ORGANISATION	
OUR ORGANISATION	<p>Joint Organisations are legislated groupings of regional councils across NSW. The Riverina and Murray Joint Organisation (RAMJO) comprises the following 11 Councils: Albury City, Berrigan Shire, Carrathool Shire, Edward River, Federation Shire, Griffith City, Hay Shire, Leeton Shire, Murray River, Murrumbidgee Shire and Narrandera Shire.</p> <p>NSW Joint Organisations operate to fulfil three primary roles, as follows:</p> <ol style="list-style-type: none"> 1. Regional strategic planning and priority setting 2. Advocacy and leadership 3. Intergovernmental cooperation. <p>RAMJO works extensively and collaboratively with our member Councils and our Associate members, along with the wider Joint Organisation (JO) network to deliver our Strategic Regional Priorities and advocate on behalf of RAMJO communities.</p> <p>At RAMJO, we strive to create a culture conducive to learning, personal accountability, creativity and strong relationships in an encouraging environment. We are looking for those who complement our values, vision and problem-solving approach to everyday delivery of our organisational purpose.</p>
OUR VISION	To create a thriving region abundant in sustainable communities via collaborating effectively through strategic planning, priority setting, advocating, engaging with governments and key stakeholders to ensure the long-term sustainability, well-being and liveability of the region’s communities.
OUR VALUES	<p>We are a values driven organisation and these values underpin everything we do:</p> <ul style="list-style-type: none"> • Communication – We are honest, transparent, clear, robust, respectful and timely with our communication • Authentic – We harness our diversity and work to our strengths by inviting and respecting our unique perspectives, talents and feedback • Cohesive – We are committed to reaching our common goal together, so we speak with one voice on regional views • Evidence Based – Our decisions are based on evidence and are aligned with local, regional and state strategic priorities • Reliable – We trust each other to be consistently reliable • Visionary – We focus our attention on the big picture and challenge and support each other to be visionary and innovative in our thinking.

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THE POSITION

OVERVIEW

The Regional Procurement Project Manager is responsible for managing and coordinating the procurement activities of various projects, including the procurement of personnel for the delivery of shared services across participating member councils.

This role requires a strategic minded individual who can identify opportunities and through strong relationship building, work towards realising those opportunities. The Regional Procurement Project Manager will ensure that all procurement processes are efficient, cost-effective, and compliant with relevant regulations.

KEY RESPONSIBILITIES

Project management

- Coordinate and manage procurement activities from project initiation to completion adhering to OLG Tendering Guidelines for NSW Local Government and regulations under the *NSW Local Government Act 1993*
- Monitor project timelines and ensure that procurement activities align with project schedules
- Build and maintain strong working relationships with member councils, contractors and key stakeholders
- Drive the development and implementation of a *RAMJO Regional Procurement Strategy*
- Assist in the development of relevant funding proposals to advance RAMJO's Regional Procurement Strategy
- Develop a RAMJO Regional Procurement Policy and Processes
- Be responsible for the management of RAMJO contracts

Procurement processes

- Prepare and issue requests for proposals, requests for tenders, and requests for quotations
- Evaluate bids and proposals to select suppliers and personnel based on criteria such as price, quality and delivery capabilities
- Manage shared services requirements
- Negotiate contracts and agreements with suppliers and personnel
- Ensure compliance with all procurement policies, procedures, and regulations

Supplier management

- Build and maintain strong relationships with suppliers and vendors
- Monitor supplier performance and manage any issues or disputes
- Conduct regular supplier evaluations and audits

Financial management

- Develop and manage procurement budgets for projects
- Track and report on procurement expenditures and savings
- Identify cost-saving opportunities and implement strategies to achieve them

Risk management

- Identify and mitigate risks associated with procurement activities
- Ensure that all procurement activities adhere to ethical and legal standards

Reporting and documentation

- Maintain accurate records of procurement activities and contracts
- Prepare reports on procurement status, performance, and compliance for the RAMJO Board and General Managers Advisory Committee

Additional duties in advancing RAMJO's core business

- Assist in the maintenance of continuous improvement of organisational systems and procedures to ensure compliance with applicable legislation i.e. *Local Government Act 1993*

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ESSENTIAL & DESIRABLE CRITERIA	
ESSENTIAL CRITERIA	<ol style="list-style-type: none"> 1. Demonstrated experience and a proven track record in a procurement role, showcasing expertise in managing supplier relationships, negotiating contracts and ensuring cost effective procurement practices 2. Strong strategic mindset capabilities, with the ability to identify opportunities for improvement and implement effective solutions 3. Excellent analytical and problem-solving skills, with the ability to analyse data and make informed decisions 4. Effective communication skills, both verbal and written, with the ability to communicate complex ideas clearly and concisely 5. Demonstrated stakeholder management and relationship building capabilities 6. Demonstrated project management experience 7. Class C Drivers Licence
DESIRABLE CRITERIA	<ol style="list-style-type: none"> 8. Bachelor Degree in Finance/Accounting/Economics, Business Administration or Supply Chain Management or Diploma of Procurement and Contracting (Local Government) 9. Local Government experience in NSW or demonstrable knowledge of Local Government
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Positive disposition with straightforward communication skills • High levels of personal accountability and professional integrity • Ability to provide and receive feedback • Ability to gauge and manage expectations of colleagues, senior staff and stakeholders • Respectful and reliable
JUDGMENT AND PROBLEM SOLVING	<ul style="list-style-type: none"> • Exercise a solutions orientated mindset with well-developed problem solving and lateral thinking skills • Demonstrate initiative by Identifying and communication opportunities for improvement and acting upon them
KEY RELATIONSHIPS	<p>Internal RAMJO Executive Officer, RAMJO staff, RAMJO Board, member council General Managers and relevant staff within member councils.</p> <p>External Outsourced accountants, Local, State and Commonwealth Government agencies, relevant stakeholders and the public.</p>