



Position Description – Strategic Sourcing Manager

Position Details

Position Title: Strategic Sourcing Manager

Position Number:

College/Portfolio: Operations

School/Group: Procurement

Campus Location: Based at the City campus, but may be required to work and/or be based at other campuses of the University.

Classification: HEW 9

Employment Type: Continuing

Time Fraction: 1.0

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous

and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation

We're proud to share with you:

- The launch of our second [Reconciliation Plan for Dhumbah Goorowa– a “commitment to share” - an important step in our reconciliation journey.](#)
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency three years in a row!
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a **top five employer in 2018 for workplace accessibility** by the Australian Network on Disability and awarded with **Disability Confident Recruiter Accreditation** in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the **HR Excellence in Research Award**, recognized by the European Commission.

RMIT Standings in university rankings

We are ranked **#1 in the world** for our efforts to reduce inequality in the Times Higher Education (THE) Impact Rankings 2020.

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **223rd globally in QS World University Rankings 2021** (moved up 15 places compared to 238th last year), being also 18th in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2020 QS World University Rankings by Subject, RMIT was positioned 11th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2020 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT has moved up 51 places in the 2021 Times Higher Education World University Rankings, strengthening its reputation as a leading global university. The University has leapt more than 150 places since 2015 and is now ranked in the **top 301-350 band**.
- RMIT continued its strong performance in the 2020 CWTS Leiden Ranking, which ranks the world's top research-intensive universities, moving up 21 places to be ranked **293rd globally** on

proportion of international publications, and **ranking 225th** on proportion of top 5% publications, up 120 places from 2019.

For more information, visit www.rmit.edu.au/about

College/Portfolio/Group

Procurement is a small but focussed group reporting directly to the Chief Operating Officer and Vice-President Resources. The role of Procurement is to review sourcing and procurement options across the university based on an expenditure on goods and services of ~\$500M. Key issues addressed are:

- Identifying cost improvement initiatives across the university spend
- Rationalising supplier base
- Negotiating and establishing major RMIT group contracts based on combined purchasing power
- Enabling the procurement process and policies through both systems and controls
- Using and leveraging group contracts to provide savings

Position Summary

The Strategic Sourcing Manager is responsible for sourcing and developing external supply partners to deliver strategic and commercially effective solutions for RMIT across a wide variety of categories. The main activities include diagnosing, validating and maximising sourcing opportunities and executing end-to-end strategic sourcing events from analysis, RFT development, evaluation, selection and contract delivery. The Strategic Sourcing Manager is expected to take a highly collaborative and consultative approach, liaising with portfolios/colleges, category/vendor managers, legal and other relevant stakeholders. The Strategic Sourcing Manager will have an affinity to Corporate Services, ITS or Property Services, but will operate as part of a shared pool of Strategic Sourcing resources working across each of these categories as required based on the Procurement team's prioritisation.

Reporting Line

Reports to: Director Procurement and Strategic Sourcing

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Diagnosis, validation and maximisation of potential sourcing opportunities, such as SKU/supplier rationalisation or re-specification of requirements to minimise costs while still achieving desired outcomes for Portfolios/Colleges
- Execute a pipeline of strategic sourcing initiatives identified by Category/Vendor Managers, the Purchasing Desk or through direct requests from Portfolio/College stakeholders
- Analyse current spend

data and thoroughly understand portfolio requirements for each strategic sourcing initiative to enable demand management benefit levers

- Engage with Portfolio/College stakeholders and leadership on project status and solicit support to remove barriers to progress • Liaise with Category/Vendor Managers to gain an understanding of how each sourcing event fits into the broader category/vendor strategy
- Define sourcing strategies to maximise leverage opportunities through creative and/or joint/co-operative or service solutions
- Develop comprehensive RFI/RFQ/RFT/RFP documents, including non-price elements such as capability questionnaires, different rebate structures and key T&Cs options to better understand how value can be delivered
- Manage tender processes including working with suppliers to clarify requirements and process • Support the development negotiation strategies and conduct using a fact-based approach to deliver value for RMIT
- Lead development of contracts with appropriate level of legal protection (with legal support) and the most advantageous commercial terms
- Develop transition and change management plans in partnership with Category/Vendor Managers and support the implementation and transition • Coordinate Procurement Analyst resources as necessary to support analytical activities
- Contribute to the identification and implementation of continuous process improvement initiatives within agreed scope and timeframes

Key Selection Criteria

1. Proven strategic sourcing experience (structured and fact-based) in a commercial, government or other large organisational settings
2. Demonstrated the capability to successfully develop/execute sourcing strategies, tender processes, supplier evaluations and negotiation strategies to deliver significant value
3. Strong contract development experience
4. Advanced stakeholder management, influencing skills and written and verbal communication skills
5. Clear understanding of sustainable procurement principles and their application through techniques such as life cycle costing and assessment
6. Ability to work collaboratively with Category/Vendor Managers/Procurement Analysts to ensure that sourcing events align to and compliment category strategies/plans
7. A high level of competency using Excel and Procurement Systems and sound analytical capabilities
8. Strong contract development experience and understanding of commercial implication of key legal clauses

Qualifications

Preference for additional postgraduate strategic Procurement qualifications (or certifications) or individuals interested in pursuing these.

Note: Appointment to this position is subject to passing a Working with Children check.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
------------------	--	------------------	--