



Position Description – Strategic Sourcing Manager

Position Details

Position Title: Strategic Sourcing Manager

College/Portfolio: Operations **School/Group:** Procurement

Campus Location: Primarily based at City campus (222 Lonsdale Street, Melb), and the potential to work across other RMIT campuses as required.

Classification: HEW 9 **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Ahmar Soorty - Senior Strategic Sourcing Manager

No. of Direct reports: Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences. The Portfolio incorporates the following business units: Enabling Services Reform (ESR), Information and Technology Services (ITS), Finance & Assurance incorporating Procurement, Health Safety & Risk, Office of the Chief Operating Officer, and Property Services.

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

Procurement is a small but focussed group reporting to the Chief Financial Officer. The role of Procurement is to review sourcing and procurement options across the university based on an expenditure on goods and services of ~\$380M. 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
- Development of category strategies and deep vendor relationship management

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.

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

Essential:

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

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.