



Job Description – Category Manager (ITS)

Position Details

Position Title:	Category Manager (ITS)
Division/ Centre:	Finance & Governance
Department:	Business Administration
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PS8
Time Fraction:	1/1

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. 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.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The Category Manager (ITS) provides leadership, direction and maximises value being delivered to the University for the categories under their management. The main activities include determining Division/School requirements, assessing supply markets, developing strategic category plans, and managing supplier contracts, performance, and risk. The Category Manager will engage with senior stakeholders within the RMIT organisation and supplier community to understand long-term university aspirations that can be enabled by third party relationships. The Category Manager will work to deliver process innovation that targets demand management and drive simple and effective use of processes and systems. The Category Manager works closely with other Procurement team members to operationalise best practices, savings initiatives and drive innovation. The position is responsible for supporting the Senior Manager, Strategic Sourcing in developing and implementing Procurement Strategies for the assigned categories.

Reporting Line

Reports to: Senior Manager, Strategic Sourcing

Organizational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory 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

The Category Manager (ITS) is responsible for delivering effective and efficient procurement practices.

These responsibilities include but are not limited to:

1. Category Management

- Develop and implement strategic category plans based on market research and whole of life cost analysis to optimise value for money outcomes whilst meeting Divisions/Schools stakeholder needs and expectations;
- Develop a sourcing pipeline and engage the Procurement Specialist(s) for the execution of go-to-market initiatives;
- Develop initiatives to improve spend and Divisions/Schools procurement compliance;
- Build effective relationships and trust with Divisions/Schools and implement category management plan to meet their needs while identifying internal demand management opportunities;
- Build and maintain effective relationship with RMIT University Procurement team in general and Category Management team in specific to maintain awareness of group direction and shared knowledge of assigned categories;
- Identify and manage commercial, contractual, operational, financial, reputational, ethical and supply chain risks to minimise negative impacts on category objectives;
- Provide expert advice to key stakeholders on all aspects of procurement and the procurement category, to encourage innovative practices and support delivery of process and policy directions;
- Collaborate with the other team members and cross-functional working groups to achieve a high-level of performance, integration and consistency in procurement across the category;
- Maintain detailed knowledge of category markets, suppliers and stakeholders to drive category relevant strategies, projects and innovations.

2. Strategic sourcing

- Support sourcing projects, including all key steps such as strategy development, supplier negotiation, award recommendations and supplier contract execution;
- Conduct specific market analysis; spend analysis and stakeholder consultation to propose effective market strategies in the procurement plan to deliver the universities requirements;
- Source and execute frame contracts and/or preferred vendor agreements by pooling demands across the University to maximize negotiation power and optimize vendor prices;

- Ensure that the probity associated with the source-to-contract process is never compromised by paying particular attention to critical paths in the process including but not limited to the development and execution of the market strategy, bidders list, evaluation criteria and evaluation panel membership.
- Negotiate the most appropriate contract to deliver the universities requirements based on sound procurement principles linked to total cost of ownership, value creation and risk mitigation;
- Engage RMIT Legal and Compliance team at the appropriate points in the process for efficiency and quality of outcome;
- Ensure that contract outcomes are fully documented in accordance with procurement procedures, awarded on time and that the outcomes are clearly communicated to all parties involved and internal stakeholders.

3. Vendor Management

- Maintain and nurture strategic supplier relationships at management levels driving service delivery while extracting value-driven outcomes and challenging suppliers to optimise service outcomes;
- Manage the commercial business relationship with suppliers and support the Divisions/Schools to manage poor supplier performance;
- Create strategic supplier performance scorecards to support supplier performance and contract management;
- Conduct annual performance review and analysis for key vendors with high impact on operation;
- Optimize the number of vendors based on a supply chain optimized design that
 - aligns vendors within a vendor management framework
 - with clear outcomes of drastically reduced vendor numbers and manageable vendor relationships
 - that consolidates spend strategically to generate leverage and service improvement.

4. Control and Compliance

- Ensure probity, transparency and compliance in all activities;
- Member of Internal audit team for purchasing activity audits as required;
- Identify and take action upon actual or potential risks in the course of operation;
- Evaluate on a regular basis the effectiveness of relevant processes and controls, and take up discussion with manager as necessary;
- Maintain sustainable procurement practices aligned with leading practice systems, process, policy, financial integrity and probity, protecting the credibility of the central procurement function.

Key Selection Criteria

1. Strong Category and Commercial Management background with at least 5 year experience across development, creation and execution within ICT specific categories, ideally within a complex tertiary education or similar service environment.
2. Experience in utilising standardised policy and procedure while still delivering optimum commercial outcomes;
3. Demonstrated ability to manage stakeholders/vendors at senior management level;
4. Demonstrated ability to work with detail, analyse data in an organised and objective manner and determine actions based on data analytics and insights gathered, and to develop opportunity assessments from complex data sources;
5. Leadership skills in a cross-functional team environment in matrix environment;
6. Strong commercial awareness skills and an ability to apply this to the Education sector, acknowledging difference and similarities;
7. Interpersonal skills to build and maintain effective stakeholder relationships;
8. Demonstrated ability to manage and lead external stakeholders;
9. Proven capability to drive and manage changes, with a customer-focused and result-oriented mindset;
10. Ability to work in a fast paced, lean team environment with the associated flexibility;
11. Excellent written and communication skills including ability to develop and deliver high level proposal, report, presentations;
12. A good fit into the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

Qualification

Mandatory: Relevant tertiary qualification and/or experience.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding

Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

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