

# Tenders and Procurement Senior Coordinator



## Position Description

<b>Reporting</b> ED Corporate Operations	<b>Location</b> Kalimna West	<b>Hours</b> Full Time	<b>Contract</b> Ongoing	<b>Reports</b> NIL	<b>Job Level</b> Senior Coordinator
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## Role Purpose

The Tenders and Procurement Senior Coordinator is responsible for establishing GLaWAC's Procurement and Tendering activities. Ensuring they are efficient, cost-effective, and compliant with best practices and regulations.

The role is responsible for managing the entire procurement framework, from designing and implementing procurement strategies, policies and procedures that contribute to the overall success of GLaWAC, market engagement, negotiating contracts and monitoring and evaluating supplier performance.

## The Role

### Strategy



Design, develop and implement a procurement framework for GLaWAC that supports and enables better practice procurement to deliver on the organisation's growth objectives. Implement cost-saving strategies such as bulk purchasing, vendor consolidation and negotiation.

### Contract Negotiation and Management



Negotiate contracts with suppliers to secure favourable terms, pricing and service levels. Ensure contracts comply with legal and ethical standards and provide sustainable outcomes for GLaWAC. Monitor contract performance, resolve disputes and manage contract renewals and extensions.

### Compliance and Risk Management



Ensure compliance with procurement policies, procedures, regulations and ethical standards. Identify and mitigate potential risks related to procurement activities. Establish key performance indicators (KPI's) to measure supplier performance. Conduct regular performance reviews with suppliers and address any issues or improvements needed.

### Tenders and Bids



Develop and manage the tendering process, including the creation of Request for Proposals (RFPs) and Request for Quotations (RFQ's), Expressions of Interest (EOIs). Manage the process for the review and evaluation of tenders and proposals from suppliers. Manage the process for supplier selection based on quality, cost and other relevant factors.

### Sourcing and Vendor Management



Identify and evaluate potential suppliers, conduct due diligence, and maintain a vendor database. Collaborate across GLaWAC business areas to understand their short/medium/long-term procurement needs and requirements. Establish and maintain relationships with key suppliers, negotiating favourable terms and agreements in line with policies and procedures.

### Documentation and Reporting



Maintain accurate records of procurement activities, contracts, and supplier information, ensuring registers are up to date. Generate reports that provide insights into performance, spending, and any variances or exceptions under compliance and risk management. Provide external reporting on GLaWAC's procurement activities as required, ensuring all reporting is in line with regulations and requirements.

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### Essential Skills/Experience

- Several years of experience in procurement, with a track record of successful tendering and vendor management.
- Strong negotiation skills and the ability to build and maintain effective supplier relationships, In-depth knowledge of procurement laws, regulations and better practice.
- Proficiency in procurement software and tools.
- Excellent stakeholder engagement and management skills.
- Excellent communication, analytical, and problem-solving skills.
- Attention to detail and a commitment to ethical procurement practices.

### Desirable Skills/Experience

- Bachelors degree in business administration, supply chain management, or a related field.
- Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciate and respect for their culture.

### Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Always demonstrate GLaWAC values.
- Requirement to undergo vaccinations where applicable.
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Commitment to your work and team.
- Commitment to complete mandatory training.
- Other duties as required.

### Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example