



Position Description

Position Title	Procurement and Contracts Advisor
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Team	Operations
Location	<i>Bendigo, Wangaratta or Tatura</i>
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Classification	CEO Administration Level 5
Remuneration	\$97,204 to \$106,540 (excluding superannuation)
FTE	1.0 FTE
Status	Ongoing
Reports to	Chief Operations Officer

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3,000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA) which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

Team Summary

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each division reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 divisional areas comprise of:

- Catholic Mission, Learning & Teaching
- School Development & Support
- Early Childhood Education & Care
- Student Pastoral Wellbeing
- People & Culture
- Operations
- Strategy, Risk & Governance

The Operations Team is led by the Chief Operations Officer who also assumes the duties of the Chief Financial Officer for Catholic Education Sandhurst Limited (CES Ltd).

The team partners with the business to provide advice and support in the following areas:

- Finance
- Information and Communications Technology (ICT)
- Media and Public Relations
- Public Relations and Marketing
- Procurement
- Capital Planning and Infrastructure
- Administration and Events

The team ensures appropriate systems and processes are in place to ensure that financial accountability, fiducial responsibility and resource and data stewardship are all managed to ensure sound strategic decision making.

Position Summary

Reporting to the Chief Operations Officer this position provides support to CES Ltd office and schools to ensure current procurement processes are effective, supported by relevant documentation and to ensure appropriate authorisation processes are followed.

Key Responsibilities

Develop and lead a Procurement Strategy	<ul style="list-style-type: none"> • Develop and maintain CES Ltd Procurement & Contracts Policy and Procedures. • Leading the adoption and deployment of Procurement tools to drive further efficiencies and cost reduction opportunities. • In liaison with key stakeholders, develop and maintain a Procurement Category Management Strategy. • Develop and implement a CES Ltd Preferred Provider Selection Process. • Ensuring compliance and reporting within relevant legislation, including, but not limited to the Child Safety and Wellbeing Act and the Modern Slavery Act. • Developing and managing relationships with key suppliers at all levels. • Facilitating a regular supplier KPI review program with key suppliers • Creating an accurate directory of key contacts by key supplier and demonstrated ability to access all levels of supplier business to achieve results. • Identifying cost efficiency opportunities for CES Ltd. • Leading a culture of continuous improvement through best practice benchmarking and the deployment of latest procurement tools and techniques.
Procurement Selection Processes	<ul style="list-style-type: none"> • Provide advice to school and office staff in the grading selection of appropriate suppliers and contractors to promote procurement practice with due regard to sustainability and ethical purchasing standards. • Provide advice to school and office staff in providing an efficient value for money procurement process. • Managing vendor relationships and negotiations through the tender process. • Providing advice and support to staff procuring goods and services and managing sourcing activities. • Participating in internal and external meetings, promoting procurement best practice. • Preparing procurement related documents and correspondence, ensuring a strong child safety focus at all times.
Contractor Management System	<ul style="list-style-type: none"> • Developing and maintaining an efficient contractor management system and procedures. • Researching, implementing, and maintaining an E-Contractor management platform. • Ensuring all key stakeholders comply with relevant legislation to ensure obligations are met, including the Occupational Health and Safety Act, the Labour Hire Licensing Act and Modern Slavery Act.

	<ul style="list-style-type: none"> • In liaison with key stakeholders, coordinate the site induction process for all new Contractors. • In liaison with key stakeholders, ensure contract management related documents and correspondence are prepared e.g. Service Level Agreements. • Creating and maintaining an appropriate record keeping process.
Procurement support	<ul style="list-style-type: none"> • Providing support and assistance to schools and office staff with the end-to-end procurement process. • Provide recommendations to schools and office staff for vendor consolidation and opportunities for purchasing efficiencies. • Provide advice to schools and office staff on contract dispute procedure and escalate issues as required. • Working in a collaborative manner with key internal stakeholders to respond to procurement and contract management matters.
Training support	<ul style="list-style-type: none"> • Develop and facilitate procurement and contract training, and Modern Slavery awareness training for schools and office staff as required.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Relevant tertiary qualification. • A current unrestricted Victorian Drivers Licence. • National Police Record Check.
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience in contract management and procurement, including budget management. • Demonstrated experience in procurement and or contractor management. • A thorough understanding of relevant legislation such as Occupational Health and Safety Act, Labour Hire Licensing Act, Modern Slavery Act, Building Codes and Best Practice. • Knowledge of and experience in E-Software procurement and contractor management systems. • Experience in developing and creating presentations, facilitating workshops and training events for adult learning.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.

	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory working with children check. • Ability to demonstrate an understanding of appropriate behaviours when engaging with children. • Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.
	Skills and Attributes	<ul style="list-style-type: none"> • Highly effective negotiation and communication skills, including having difficult conversations. • Ability to prioritise own workload and to work independently, managing competing demands and delivering within reasonable timeframes. • Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications. • Excellent analytical and research skills • Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion. • Personal qualities of collaboration, solutions-focused, positive, and friendly.
Desirable	Knowledge and Experience	<ul style="list-style-type: none"> • Experience in an education environment would be highly regarded, but not essential.