

Role Description

Executive Director and Chief Procurement Officer

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



RECOGNISED
EMPLOYER
PARTNER

Job Evaluation No. **25496** Content Manager No. 23/418511

Work Unit **Procurement and Facilities Services
Finance, Procurement and Facilities Branch
Corporate and Aboriginal & Torres Strait
Islander Services Division**

Location **Brisbane**

Classification **SES 2H Public Sector Act 2022**

Job Type

per annum

Remuneration value Salary is reflective of full-time employment (1.0FTE)
(Includes employer superannuation contributions, 17.5% leave loading and Executive Vehicle Allowance).

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.ged.qld.gov.au

Your opportunity

As the Executive Director and Chief Procurement Officer, you will:

- Be responsible and accountable for the development and implementation of the Department of Education's procurement strategy and function that is aligned to whole of government approach, achieves outcomes for customers and that leverages the scale of the organisation to deliver sustainable and realisable benefits and savings.
- Develop and maintain customer-focussed, cost-optimised, flexible and responsive facilities management and sustainability services that support and align to governments objectives, Departmental strategies and targets.

Role Responsibilities and Accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage procurement and facilities to deliver government priorities along with excellence in client service delivery.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



Work safe,
learn safe, play safe



Queensland
Government

The Executive Director, Chief Procurement Officer is to provide high level leadership particularly by working collaboratively with internal and external stakeholders.

As an executive your performance will be assessed according to five key accountability objectives: Sector Stewardship, Portfolio Priorities, Business Outcomes, Financial Management and People and Culture.

Sector Stewardship

- Develop and sustain strategic relationships with key internal and external partners and stakeholders across Queensland Government to maximise the outcomes for DOE customers and stakeholders
- Maintain and develop effective relationships with critical suppliers to ensure that the Department of Education (DoE) is regarded as a “customer of choice” and gains commercial advantage from such relationships. Oversee the development of robust and effective supplier development and performance management.
- As a senior executive, represent the department and negotiate fit-for-purpose outcomes.
- Contribute to the governance of the department to ensure the highest standards of practices and ethical behaviour are implemented.

Portfolio Priorities

- Inspire a shared sense of purpose by leading the development and implementation of a procurement and facilities management service that will support DoE’s overall strategic direction and that aligns to the whole of government approach.
- Lead and take responsibility for strategic sourcing, procurement and supply chain management within the Department of Education (DoE) to maximise outcomes for its customers and stakeholders.
- Lead and take responsibility for the development and delivery of high-quality and customer centric facilities management services for corporate and regional clients (not school based)
- Lead and coordinate the implementation and delivery of sustainability initiatives and outcomes in procurement and facilities management services for DOE

Business Outcomes

- Develop and lead the delivery of contemporary and fit-for-purpose facilities management services including fleet management, office accommodation, conference services, utilities and sustainability, and specialised school transport support
- Develop and lead sustainability initiatives and coordinate the Department’s reporting on its responses to government sustainability policies, targets and commitments.
- Provide comprehensive briefings and advice to the Assistant Director-General, Finance, Procurement and Facilities and other senior executives on procurement & facilities management strategy, policy and risk minimisation strategies, consultation issues impacting on the department.

Financial Management

- The position has responsibility for the procurement framework for the Department’s procurement and purchasing expenditure (\$2-3 billion) and the control environment that underpins this framework
- The position is responsible for the effective expenditure and management oversight of budgets within the Procurement and Facilities hierarchy (\$260-270 million).

People and Culture

- Promote and adhere to service standards, health and safety policy and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- Model and promote public service professionalism by advocating a culture of achievement, resilience and excellence across all areas of responsibility.
- Actively encourage the building of organisation capabilities and professional expertise within and outside the department including the development and maintenance of professional knowledge and skills.

This position is accountable to the Assistant Director-General, Finance, Procurement and Facilities and Chief Finance Officer.

The position has 5 direct reports:
Director, Procurement Services, Category Management x3
Director, Procurement Systems, Capability, Compliance & Regional Support
Director, Facilities Management Services

Person requirements

- The position requires a person who will take personal responsibility for serving the government of the day and meeting the needs of the people and communities of Queensland. As an executive you will work towards a system of world class service delivery and public sector management.
- You will have a record of success as a leader in a large and complex organisation with outstanding leadership ability.
- You will have extensive experience across the public, private and/or not for profit sector and you will have a strong background in strategy and policy implementation, service delivery, and client service. You will have a proven track record as an agent of change in challenging environments and in fostering a confident and capable workforce.

Selection competencies

As a leader in Queensland Government you will display outstanding judgement, high level integrity, strong agility to adapt to a constantly changing environment, a strong achievement orientation, and excellent communication and negotiation skills.

The information in this section outlines the basis of assessment of your suitability for this role and aligns to the *Leadership Competencies for Queensland*

Performance through accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Performance through vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Performance through results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Additional information

This Role Description works in conjunction with the Applicant Information Package.