



# Manager, Procurement and Contracts Administration

## EL1

**Employment Type:** Non-ongoing (12 month contract with potential to becoming permanent)

**Salary Range:** : \$118,176 to \$124,687 per annum plus 15.4% Superannuation

**Reporting to:** Senior Manager, Corporate Services (ACT)

**Location:** Sydney /Hybrid

**Security Clearance:** Baseline Vetting Level

**Job Reference Number:** HR/08

**Contact Officer:** Pat on 0439 074 391

**Closing date and time:** 25 October 2024

## ABOUT US

The High Speed Rail Authority (the Authority) is a newly established independent Australian Government Corporate Commonwealth entity responsible for overseeing the development of a high speed rail network along the east coast of Australia. This includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast.

East coast high speed rail will be a nationally significant project for Australia and the Authority will support the Australian Government in planning for the future by working closely with state and territory governments and other key stakeholders to develop high speed rail between major cities and key regional centres in order to advance social, economic and population outcomes. A high speed rail network will allow passengers to travel between major and regional cities at speeds exceeding 250 kilometres per hour. The first priority of the Authority will be the Sydney to Newcastle corridor with an Australian Government \$500 million commitment to start corridor acquisition, planning and early works in consultation with the NSW Government.

The Authority is overseen by an independent Board.

## ABOUT YOU

This is a great opportunity for a driven, highly professional and motivated procurement professional to join our small but dynamic team. You will have a crucial role within the Authority's procurement team,

overseeing procurement operations, ensuring that procurement documentation is accurate, complete and maintained in accordance with procurement policies and legislation.

You will be working with internal and external stakeholders. You will provide prompt, accurate and timely procurement services advice to the Authority's leadership and management teams.

This position is being offered as a 12-month non-ongoing contract with strong prospects for a longer-term engagement and growth opportunities for the right candidate who is joining at this formative period within the organisation.

## Key Responsibilities

- Providing timely and accurate specialist advice across the procurement life cycle for procurement and pre and post tendering activities, including supporting procurement planning, reviewing and assisting with preparing and finalising procurement documentation.
- Prepare and review procurement and contract documentation, including quality review prior to presentation for financial delegate decision.
- Promoting compliance with procurement policies, connected policies and legislation i.e. Commonwealth Procurement Rules (CPRs), Indigenous Procurement Policy (IPP), Public Governance, Performance and Accountability (PGPA) Act.
- Working with independence, subject to limited direction against established priorities, policies and procedures to deliver quality outcomes.
- Assisting with procurement spend analysis, probity processes and audits relating to procurement activities.
- Proactively identifying opportunities to streamline procurement processes and make continuous improvements.
- Liaising, supporting and collaborating regularly with key stakeholders in relation to ongoing and upcoming procurements and tenders and managing expectations.
- Preparing a range of written materials including various reports, briefs and outgoing correspondence to external portfolio agencies that may be complex in nature.

## Knowledge, Experience and Skills

To be successful in this position you will be a highly motivated individual with strong attention to detail. You will demonstrate sound judgement, maturity and discretion in relation to your work. Your ability to work well with others, willingness to learn, and capability to thrive in a fast-paced environment are essential. Building and maintaining stakeholder relation and trust is crucial. The ideal candidate will have sound Commonwealth Procurement experience including Commonwealth Procurement Rules and Procurement Connected Polices or transferable skills.

Our ideal candidate has:

- A sound understanding of the Commonwealth Procurement Rules and Public, Governance, Performance and Accountability (PGPA) Act
- Effective resource and time management skills including the ability to prioritise competing workloads, meet tight deadlines with a high level of accuracy and attention to detail.
- Excellent communication, interpersonal and client service skills.

- Strong customer and stakeholder focus, with the ability to build and sustain internal and external relationships to achieve outcomes.
- Experienced at managing high volumes of contracts, procurement and tendering activities.
- Excellent analytical, problem-solving, and communication skills.
- Ability to work in a fast paced, dynamic environment and ability to handle multiple priorities, accurately and promptly.
- Ability to think independently to solve problems, show initiative and be able to deal with competing priorities.
- Minimum 5+ years' practical experience, understanding and knowledge of Commonwealth procurement rules, finance legislation, procurement connected policies and guidance.
- Appropriate tertiary qualifications (in finance, business, risk or law) and/or equivalent relevant professional experience and training.
- Experience using SAP and other procurement, contract management systems and database.

## Key Stakeholders

- CEO, leadership team and Corporate Services team – internal stakeholders
- Commonwealth Departmental and State Government Agencies

## Benefits

- Competitive salary
- 15.4 % superannuation
- Flexible workplace arrangements
- Training and development
- Opportunity to be part of a dynamic, high performing team with vibrant workplace culture.

## Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Health Assessment:** may be required to undergo a medical examination conducted by the Authority's preferred medical provider.
- **Security Clearance:** must be able to obtain and/or maintain a security clearance at the Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a verifiable background, for at least the preceding five years for Baseline Vetting Level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

## How to Apply

You should submit a brief cover letter (maximum 800 words) outlining your skills and experience relevant to the Key Responsibilities and an up to date CV (maximum of 3 pages).

All applications must be submitted via this [link](#).

Please contact Pat on 0439 074 391 if you have any questions.

Work with us. [Apply now!](#)

## HSRA Values

