

Message from the CEO

"I am honored to lead the Municipal Association of Victoria (MAV) on the transformative journey ahead as we work to realise the aspirations outlined in our new MAV Strategic Plan for 2024- 2027.

Our vision is to be a nation leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

Our purpose is to enable action that supports Victorian councils to create cities and regions, towns and communities that are thriving, inclusive and resilient.

The MAV has positioned itself at the forefront to lead the local government sector, embracing the leadership challenge presented by unprecedented technological, economic, environmental, and social changes. Our commitment is unwavering as we strategically lead and strengthen councils, serving as the authoritative voice for the Victorian local government Sector.

Our new team will seek and embrace opportunities for growth aligned to the perspectives of our stakeholders and ensure that our strategic direction is not only visionary but also deeply rooted in the needs and aspirations of those we serve.

The heart of our strength lies in the knowledge and expertise of councils in every region of Victoria. Together, we will build resilience, address climate change, and create a future where all our communities thrive.

I look forward to the shared achievements and successes that await us."

Kelly Grigsby

CEO, Municipal Association of Victoria

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Senior Contracts
Manager

Position Snapshot

Our vision is to be a nation-leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design, and advocacy impact. Our purpose is to mobilise action that supports Victorian councils to create cities, regions, and towns that are thriving, resilient, and inclusive communities.

We provide member services, including MAV Procurement. MAV Procurement is a not-for-profit unit focused on achieving better procurement outcomes for local government in Victoria. By leveraging the combined purchasing power of councils, we can achieve better value on products and services.

Working with our members and suppliers we reduce procurement costs, simplify processes, and improve services while delivering sustainable outcomes for communities and local government.

MAV Procurement provides panel contracts covering a wide range of goods and services, including national contracts managed in partnership with other states, specialist procurement training and eLearning, procurement advice and support, data analytics, and facilitation of key sector initiatives, including best practice and collaboration.

The Senior Contracts Manager contributes to the objectives of the MAV Procurement unit by:

- Lead a small team to develop and deliver tender and contract management activities for MAV Procurement's portfolio of contracts and buying groups.
- Undertaking tender and contract management activities in line with relevant MAV Procurement policies and processes to meet the requirements for councils as described in the Local Government Act 2020.
- Building and maintaining relationships with suppliers and council stakeholders to maximise contract use and supplier compliance, and to ensure that councils and suppliers benefit as much as possible from the commercial arrangements.
- Providing leadership, advice, and support to the Victorian Local Government Sector regarding best practice procurement and contract management and enhance the reputation of the MAV as the peak body for Victorian local government.
- Contribute to the promotion, marketing and uptake of MAV Procurement contracts.
- Contributing to delivery of MAV Procurement activities to meet the wider MAV's goals and objectives, including via revenue generated from contract use.

The Senior Contracts Manager is required to have in depth knowledge of the commercial sector, including market size, segments, key players, strategies, and the products and services which are delivered to be able to develop and assess specifications for use in tender documents and to support strategic procurement activities by councils.

By developing council and supplier relationships the Senior Contracts Manager will help to build the reputation of the MAV and MAV Procurement, and assist councils achieve best value outcomes from their procurement activities.

Your Sphere of Influence and Key Relationships

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| Reports to | Manager, MAV Procurement |
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| Internal | MAV Board Executive Team Senior Leadership Team MAV Procurement Team MAV Staff |
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| External | Council Procurement and other officers Current and prospective MAV Procurement suppliers Interstate Local Government Association Procurement teams Regional Victorian Local Government procurement networks MAV Procurement IT systems providers – VendorPanel, SimplyLogical.net |
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Direct Reports

Direct report

- Contracts Manager
- Contracts Manager

KPIs 2024 – 2025

Your First 12 Months

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- A deep awareness of the MAV, its procurement-related stakeholders, and the challenges and the opportunities associated with the MAV's operation.
- Consultations with key stakeholders have taken place, giving you the opportunity to support the development of the unit's strategic plan and lead the development of key actions and initiatives for your team and direct reports.
- You have connected with key council staff, internal and external stakeholders, partners, and procurement suppliers to further develop relationships and support the delivery of key actions and initiatives in your team.
- You have engaged with your team, created interdependences and are leveraging the best knowledge skills and talents to deliver quality outcomes.

Your Personal Attributes

Key Competencies

Strategic Thinker - you create and articulate a shared vision that inspires and influences staff and local government stakeholders to achieve the MAV vision.

Innovator - you foster a creative and dynamic environment that facilitates innovative problem solving and drives efficiencies, a high-performance culture and excellence in service delivery.

Communicator – you develop and maintain positive relationships with key stakeholders and create a culture of proactive, inclusive, respectful and courageous communication. You also have a high degree of political acumen and approach all situations and relationships with a clear perception of the political context and reality. You are dedicated to crafting and implementing service practices that meet both the needs of customers and the MAV.

Leader – you lead by example and inspire and motivate staff to live the organisational values, strive for excellence and embrace continuous improvement, self-awareness and life-long learning.

Change agent – you are agile and comfortable with change, and you engage, lead, support and motivate staff through change to achieve benefits for the organisation and the community.

Team player – you strongly lead and support a collaborative culture, and you motivate, empower and challenge staff to work as part of dynamic teams to achieve great things for the sector.

Qualifications

- Relevant tertiary qualifications in a related field or equivalent professional experience.

Experience

- Proven ability to work with key stakeholders and strong influencing skills to achieve positive outcomes and ensure that goals are met.
 - Proven ability to communicate and negotiate competently with senior decision makers.
 - Excellent written communication skills and accuracy particularly preparing tender documentation reports, minutes, and presentations.
 - Demonstrated confidence in decision making and relaying outcomes and feedback to senior management.
 - Excellent organisational skills to manage delivery of multiple projects concurrently.
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- The ability to perform tasks without direct supervision and effectively manage and balance workload to meet work priorities.
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Specialist skills and knowledge

- A minimum of five years' experience in procurement including preparation of contracts and tender documents, managing end-to-end tender processes, contract negotiation and supplier management arrangements and supervisor of teams.
 - High level computer literacy in the systems used by MAV Procurement client relationships management system, e-tendering software (TenderLink), procurement and contract management system (VendorPanel) tender evaluation software (360 Procurement portal) and Microsoft Office.
 - Tertiary and/or other relevant post-graduate qualifications in ICT, Commerce, Procurement and/or extensive experience in the related field highly desirable.
 - Knowledge of procurement in a public sector environment and requirements of local government in Victoria regarding purchasing legislation, policy and practice is highly desirable.
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Your Key Responsibilities

Strategic

- Actively support the development of MAV Procurement's strategic plan and lead the development of key actions and initiatives for the MAV Procurement team aligned to the MAV's vision that enhances the sustainability, growth and livability of our communities.
- Establish a strong professional network with council procurement and ICT staff, regional procurement and related bodies and other local government associations and leverage these to the strategic advantage of the MAV and local government sector.
- Apply understanding of the political, social and legal environment and organisational context of the MAV.
- Build and leverage key business relationships with current and potential suppliers to maintain and expand MAV Procurement's contract offering to the Sector.

Corporate / Unit

- Live the MAV's values and management behaviors, at all times setting a strong example for the broader MAV Team.
- As part of MAV Procurement, inspire an organisation culture that rewards innovation, continuous improvement and service excellence.
- Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
- Represent the MAV at formal functions and events on all occasions ensuring a high and appropriate public profile.

Shared Organisational Responsibilities

Safe Workplace

- Undertake responsibilities in line with the Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they:
 - Follow reasonable instruction.
 - Cooperate with their employer; and
 - At all times, take reasonable care for the safety of others in the MAV workplace.

Policies and Procedures

- Undertake responsibilities in line with all MAV policies related to the position including Workplace Behaviours, Record Keeping, Procurement, Staff Management and Community Engagement.
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| Legislative Framework | <ul style="list-style-type: none"> • Complete responsibilities of this position in line with the relevant legislation for which the Unit is responsible. • Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the Unit. |
| Risk Management | <ul style="list-style-type: none"> • Adopt a proactive risk management approach to all MAV activities that the Unit is responsible for. • Create an environment where managing risk is accepted as the personal responsibility of each employee. |

Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

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| Office Duties | <ul style="list-style-type: none"> • Sitting at a workstation on an adjustable office chair, general office-based work, using a computer for up to one hour at a time, followed by a break. • Includes general office-based work such as handling files, various paperwork, attending phone calls and customer enquiries. |
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Pre-employment Requirements

National Police Check

Verification of Qualifications and Training

Selection Criteria

Your application for this position should address the points listed under 'Your Personal Attributes' which are the Competencies, Qualifications, Experience and Specialist Skills and Knowledge you will need to succeed as the Senior Contracts Manager.

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: 23 January 2025