

Government Procurement & Contracts Manager

Contract and Tender Development, Policy Development, Business Change Management

I am a motivated and enthusiastic Senior Procurement & Contracts Manager who has gained extensive expertise in consulting with key stakeholders and clients that work within the Government sector. Offering a unique and tailored business solution that is tailored to the need of my clients. I am able to offer the most cost effective end-to-end procurement and contract design solution that meets my stakeholders expectations in the short, medium and long-term. As a key influencer of people and processes, I also offer strong Policy Development, Business Change Management and Contract and Tender Negotiation and Documentation skills.

ATTRIBUTES & SKILLS

- Bespoke E-Procurement Solutions
- Process Mapping & Analysis
- Business Development Skills
- Process Improvement Frameworks
- Contract Financial Management
- Stakeholder Relationships
- Business Consultation
- Service Delivery Expert
- Advanced Problem-Solving Skills
- Change & Transformation
- Strong Influencer of Stakeholders
- Commonwealth Tendering
- Business Improvement Policies
- Driving Continuous Improvement
- Tender & Draft Contract Development

EDUCATION & TRAINING

Advanced Diploma in Government, Strategic Procurement, 2005
Certificate IV in Government, Public Sector Procurement and Contracting, 2004
Certificate IV Workplace Assessment and Training, 2000
Certificate IV Communications, 1999
CN404 Instructional Skills, Maroochydore College of TAFE, 1993
DMO Business Acumen for Leaders, 2013
DMO Business Acumen Practitioners, 2013
Equity and Diversity Workshop Commander, Manager and Supervisors, 2013
Workplace Behaviour, 2013
WHS Awareness Refresher Course, Defence, 2013
Security Awareness Course, Defence, 2013
Advising Government and Ministers, 2012
Defence Employee Certified Agreement, DECA, 2012
Essentials for Supervisors, DECA, 2012
Ethics and Fraud Awareness Course, DECA, 2012
Recruiting and Selecting Candidates (HRCI/PHR - 2007-Aligned), 2011
Responsible Record Keeping, 2011
Defence Simple Procurement Refresher Course, 2011
The WHS Act 2011 - Your Responsibility Course, 2011
Equity and Diversity Awareness Course, 2011
International Procurements and Contracts Course (QUT), 2011
Financial Literacy for Public Sector Managers APSC, 2010
Advanced Automating Documents (2002/2003), 2005
Contract Law with CPLI Canberra, 2004
Interpersonal Management Skills, 2000

EXECUTIVE OVERVIEW

Commonwealth Tender & Bid Management: Successfully developed and manage a tender process including document creation across Business case, Schedules, Risk, Communication, Procurement plans, Tender, and Draft Contracts, demonstrating strong stakeholder liaison engaging closely with Legal, Business, Management and internal Procurement units, tender release and closure, evaluation, contract negotiation and contract delivery.

Contract & Procurement Management: Extensive knowledge and expertise gained in developing, writing and implementing contracts and management the delivery of end-to-end procurement contracts. Ensuring the successful ongoing management of in-place contracts including undertaking the required change process as needed, financial management, governance and executive reporting.

Risk Management: Commercial awareness of identifying risk associated to a program or portfolio of works. Excellent judgmental, financial risk and cost management expertise with a deep knowledge and understanding of risk associated from a legal, commercial, regulatory and compliance perspective.

Problem Solving Capabilities: Offers the most cost effective business solution in order to successfully resolve stakeholder or clients issues and to prevent bottle neck issues arising on a project. Continually drives and improves a business processes or structure with an ability to offer my recommendations or alternatives through consultation and negotiation.

Strategic Management: Displays exceptional conceptual analytical thinking processes regarding the overall strategic direction of a business. Demonstrates extensive knowledge of Government Procurement (incl. CPRs) and Funding requirements including reporting, electronic document creation and systems development and management, with advanced knowledge of IT and service delivery management structures, frameworks, methodology and processes.

PROFESSIONAL EXPERIENCE

The Australian Bureau of Statistics (ABS)

October 2016 – Present Date

Strategic Advisor

Procurement, Contract, Vendor & Change Management

Role & Responsibilities

- Engaged on the SBT Programme Contract, working across vendor, change and transformation, the purpose of my role is to ensure the ongoing management of all SBTP external vendor contracts during the SBT Program;
- Handling all contracts and negotiations from pre-contract initial procurement phase through to transition and successful handover to live operations and handover to ABS BAU following completion of any warranty period;
- Engaging with multiple business stakeholders each day to ascertain needs in the short, medium and long-term, building long-term strategic advisory level relationships with a portfolio of senior key business executives;
- Executive transformation and change and vendor management processes, structure and framework engaging closely with procurement and contracts team working across all aspects of operational reporting and analysis;
- Managing multiple 3rd party sub-contractor performance and the quality of works, negotiation of contracts and costs in a collaborative manner to ensure goods and services conform to the contract arrangement with ABS;
- Building close relationships with our preferred suppliers and vendors to ensure the quality of works is delivered on time in line with our service level agreements and contractual arrangements, ensuring any issues observed are rectified in a timely manner to complete resolution surrounding contractor performance and payment schedules.

The Australian Bureau of Statistics (ABS)
Strategic Procurement and Contract Management Advisor
Role & Responsibilities

April 2016 – October 2016

- The Australian Bureau of Statistics (ABS) has embarked on the Statistical Business Transformation Program (SBTP) aimed at transforming the way information and statistics are collected, managed and delivered on time, in budget;
- Engaged to deliver an overview of a respond to a tender for a comprehensive fully integrated ICT solution that will enable the ABS to achieve the transformation of its data acquisition capability for Australian Bureau of Statistics;
- Senior role in the business tasked to oversee, review, assess and provide strategic input to stakeholders in end-to-end contract development, implementing contract and procurement process advice for the larger SBT program with an initial focus on delivering the data acquisition contract for the business.
- Making suitable recommendations to key stakeholders to benefit from using a short term Services Contract to deliver a final proof of concept for joining the ABS requirements with the proposed contractor supplied solution;
- Successfully developing and defining the process to create several deliverables for any ongoing contract including a comprehensive capability report and a “Statement of Requirement” for the ongoing proposed solution delivery.

Department of Education, Foundation Skills Branch
Procurement, Change and Tender Manager
Role & Responsibilities

January 2016 – April 2016

- Tasked to oversee and manage the tender section process comprising contract and internal staff and a team of (8) consultants with overall responsibility of the PMO, strategic project plans, ongoing project administration and the implementation of Governance frameworks, providing legal advice and a records management system;
- Successfully submitted and delivered all tender related documents and processes were delivered pending the final delivery of the “Business Requirements” as requested.

Department of Health (Woden)
Business Change & Procurement Manager
Role & Responsibilities

August 2015 – December 2015

- Short-term contractual arrangement working for DOH, engaged to fully manage and support the transition of the Procurement team into a newly defined service delivery model working within the Shared Services Branch;
- Managing both the Health and TGA Procurements teams of 11 staff to support the procurement processes;
- Providing effective coaching, mentoring and strategic level advice and support on risk, probity and tender processes including their evaluations and contract creation processes engaging with multiple key stakeholders;
- Offering my consultative advice on the Procurement Functional Review and the implementation of Procurement to pay systems and processes for Department of Broadband.

Department of Education and Training
Business Change & Procurement Manager
Role & Responsibilities

January 2015 – May 2015

- Contract assignment to provide strategic direction and consultative level advice to senior management team whilst also leading and supporting small team to develop and undertake an initial procurement process in support of the business unit on an AU\$40M procurement of services contract redefining the entire model and framework;
- Writing comprehensive tender documentation which was successfully approved and signed-off by stakeholders including the recruitment of governance management team that was released into the public domain within the defined schedule of release.

**Indigenous Business Australia
Business Change & Procurement Manager
Role & Responsibilities**

- Short-term contract arrangement engaged to undertake a comprehensive analytical and strategic business review of the organisations proposal to contract out a Business Advisory Services for Indigenous Business Australia;
- Communicating with multiple business stakeholders to gather business requirements and to develop a comprehensive business case which included an end –to-end procurement plan and a draft Request for Tender;
- Completion of the Standing Offer Deed was delivered with associated communication and risk plans developed;
- Design, development and subsequent implementation of effective workflow processes, obtaining Senior Board Member and leadership approval to develop a platform suite of new business procurement process documents.

**Department of Finance
Business Change Manager
Role & Responsibilities**

June 2014 – July 2014

- Short-term contract arrangement to provide a review of and provide advice on revised content for the Department to align the “Buying Australia” web site with the “go Live” of the PGPA Act on 1 July 2014;
- Identifying the most cost effective solution for the site to be successfully upgraded in a phased up approach to ensure the department could cope with the changes required as part of the implementation of the PGPA Act;
- Additional further review and develop interactive workflows for the web site, subsequently delivered on time.

**Department of Defence (DMO)
Executive Director, Business Information Capability
Role & Responsibilities**

April 2014 – June 2014

- An internal transfer working within the Information Management group to enable and enhance enterprise information management capability and the delivery of cost effective enterprise wide information management system which would transform and improve upon current executive decision making processes;
- Engaging with stakeholders across all levels of the business to establish a unified information Governance framework and detailed analytics platform that delivers accurate and timely information to support strategic planning and proactive management across the DMO’s acquisition and sustainment functions;
- Successful delivery improvements to the business relationship with the Chief Information Officer Group and established a mechanism to then continually delivery against and improve upon the management of requests for services.

**Department of Defence (DMO)
Executive Director, Manager Procurement & Contracting Support, Internal Business Review
Role & Responsibilities**

February 2014 – April 2014

- A short internal transfer to undertake an internal branch review of business capability of the group to deliver the 2014 – 17 Forward Business requirements engaging with multiple business stakeholders to identify requirements;
- The main purpose of this review project was to identify mechanisms to maximize the overall efficiency and effectiveness of the PCSB service delivery model to better meet current and future service delivery requirements.

Department of Defence (DMO)**November 2012 – November 2014****Executive Director (EL2.1) Branch Manager of Procurement, Contracting Policy & Practice****Role & Responsibilities**

- Senior role in the business to manage the Procurement and Contracting Policy and Practice Branch which consisted of initially 5 Directorates with 55 staff members;
- Collaborating closely each day to develop, coordinate and communicate Defence-wide best practice commercial policy, innovation and practice and professionalization and an additional role managing the e-Business function;
- Completion of new business incentives and defining new business innovations, developing and implementing suitable business process improvement maps and writing business cases for stakeholder sign-off and approval;
- Providing strategic direction and advise to the leadership team and multiple business stakeholders at all levels of the business on the implementation of cost efficiency improvements and managing senior organizational forums;
- Development of the Defence Procurement Policy Manual (DPPM) and Departmental Procurement Policy Instructions and the ongoing maintenance of policy content for procurement related Better Practice Guides
- Provision of Procurement Policy advice and all other procurement related audit recommendations required;
- Oversight the Development of the ASDEFCON suite of tendering and contracting templates, associated DPPIs and guides and the provision of the help desk support services implementing a suitable WHS/OHS template on site as required;
- Supported the development of our “Approved Contractor Insurance Program” (ACIP) new management system;
- Completion of all e-procurement policies required on site and practices and the completed provision of DMOSS services, responding to AusTender operations including developing our e-tendering services (DMO) providing an effective e-business coordination and working group committee support service and business group on site;
- Oversight the Implementation of a Procurement Job Family Framework, Job Family Certification Framework and overall management of the Community of Practice, providing subject matter expert support for competency assessments;
- Manage the Preparation of the Senate Order 192 and the DMO Annual Report Procurement content, communicating closely with stakeholders from the Department of Finance and Deregulation and other agencies as required in support of WoG Procurement related activities.

Department of Defence (DMO)**November 2010 – November 2012****Executive Level 2 (EL2) Director, e-Procurement, Policy and Professionalization****Role & Responsibilities**

- Senior role in the business employed on a 2 year FTC to successfully formulate the development of DMO and Defence policies regarding e-Procurement, professionalization and procurement reporting obligations;
- Engaging with senior level state Government and Federal stakeholders participating in all Defence and DMO E-Procurement initiatives and writing of tenders and also attending industry related events and business forums;
- Managing all statutory procurement reporting such as the DMO Annual Procurement Plan, Senate Order 192 reporting, the Defence Contracts Register (IDCR) data management and related contract reporting on time;
- Completion of the Defence and DMO AusTender Policy for Digital transactions, AusTender reporting, ICT coordinated procurement, electronic contract development, electronic Procure to Pay system and online learning;
- Ensuring all e-business practices that comply with Commonwealth Legislation for procurement and allow Cost savings to be returned to Defence implementing a ‘Single source of Truth’ contract management system for staff;
- Offering consultative and strategic advisory level advice to the CFO Group for the development of an electronic Procure to Pay system for Defence and DMO building long-term working partnerships and relationships;
- Communicating effectively and influencing senior level stakeholders closely across the Department of Finance (DOFD) to deliver Commonwealth procurement and Policy advice and services to the Commonwealth;
 - Member of the AusTender Review Board;
 - Member DOFD Contracts Management Review Board;
 - Member DOFD Gateway Review team for projects at risk valued over AU\$10M;
 - Member Federal Government Template (AusTender Reporting) redevelopment strategy program.

- Successfully delivering all e-business solutions to ensure Defence was aligned with trading partners including the EU, Britain's Ministry of Defence (MOD), the USA and Asia and was capable of undertaking commercial business in the current and future electronic environment.

Department of Broadband, Communications and the Digital Economy (DBCDE)

November 2005 – November 2010

Executive Level 2 (EL2) Manager, Procurement and Contracts Management

Role & Responsibilities

- Working across the Management of the Procurement and Contracts Management Section with the Corporate and Business Division tasked to provide suitable policy and process advice to all contracting units for the business;
- Successfully working across group financial budgets, procurement policy development, training and analysis, managing staff performance and the upgrade of new business system and process improvement projects;
- Handling in access of 550 procurement agreements and approx. 100 funding agreements at any given time;
- Providing effective business leadership and coaching support to other DBCDE Divisions and Corporate Processes;
- Developed a Knowledge Management system internally to assist and support senate order reporting, annual reports, ANAO audits, compliance, senate estimate and questions and additional internal audit requirements;
- Representing DBCDE in both our corporate and business division on internal management boards acting as the go to expert for advice on our web policy development, strategic procurement and contract management, developing and then implementing a new business process improvement frameworks and methodology structure;
- Presenting at multiple training and development workshops to key stakeholders, employees, personnel and staff to train on new business contract reporting obligations, procurement processes and policy updated and the new business reporting structure to ensure everyone fully understands the change and transformation taken place;
- Administer the Government department's online documentation creation and all subsequent contracts reporting software tools and associated internal documentation, processes and change management procedures;
- Review of the AusTender One Contract, One Entry acting as a key Member of the Committee;
- Delivered on time, in budget DBCDE's procure to pay final implementation and redevelopment project;
- Responsible for CEIs and developing practical guides relating to all procurement and travel related expenses;
- Undertaking workshop to industry representatives at the "IQPC 2010 Procure to Pay Melbourne Conference".

Department of Communications IT and the Arts

July 2003 – July 2005

Executive Level 1 (EL1) Manager, Procurement

Role & Responsibilities

- Tasked to shape and transform the response to all Government led tenders, contracts, deeds, and contract variations, providing strategic direction and support surrounding all aspects of risk analysis and staff management;
- Offering my expertise surrounding contract and procurement related activities and advice engaging closely with multiple business stakeholders across information technology and the arts division;
- Successful management and preparation of all marketing, communication and advertising surrounding complex expressions of interest, tenders and how to address the key selection criteria elements upon response;
- Ensure Government accountability requirements are met including the use of financial delegation ensuring we adhere to mandatory tendering disciplines including registration of tenders and retention of records;
- Prepare complex contracts for a wide range of agencies, consultancies, goods and services using standard form agreements and GITC 4 contracts, giving regular client feedback throughout the drafting process, making sure all clients are made aware of contractual obligations and the Australian law, also signing off on project variations;
- Successful design and implementation of comprehensive and important procurement policies and procedures meeting the individual requirements of each stakeholder at gathering requirements phase.

CSC Australia Pty Limited

June 2001 – June 2003

Contracts and Commercial Manager, Federal Sector**Role & Responsibilities**

- Pivotal role in the business successfully supporting the direction and managing both the Government and Federal Defence sector contracts for CSC Australia based in Canberra with a contract value of AU\$600M dollars;
- Taking full ownership of the Cluster 3, Alliance, Distillery and additional Government sector and Federal Defence sector small accounts engaging with multiple Government and Federal stakeholders each day;
- Develop and also review drafts of internal CSC workflow documents such as Statements of Work (SOW's) and Letters of Agreement (LOA's) making suitable recommendations for changes and negotiating the terms with our license and consulting agreements with domestic clients and product and pricing requirements;
- Successfully restructured the annual Cost of Living Adjustment, (COLA), to include previously overlooked products and services and managed the account sub-vendors to achieve increased vendor performances;
- Key role in the settlement of the disputed asset reconciliations with agreed ongoing processes and Asset quantities resulting in the monthly disputed amount reduced extensively;
- Made suitable stakeholder recommendations and amendments to the CSC/DIMIA Alliance Agreement and redeveloped the ACT RTA/CSC sub-vendor Agreements in line with stakeholder's requirements and expectations;
- Comprehensive review and assessment of all aspects of proposed transactions in light of corporate policy, revenue recognition principles and applicable laws and advice the Line of Service (LoS) on contract and business risks and offering suitable alternative actions as required;
- Handled the development and creation of a contracts Issues Management and a Correspondence Application with links to ensure timely closure of listed issues to complete resolution and satisfaction.

PREVIOUS EMPLOYMENT HISTORY

CSC Australia Pty Limited, Business Analyst, 2000 - 2001**BHP, Training Coordinator, Infrastructure Support, Team Leader, 1996 – 2000****CADET Inc., Project Manager, Labour Market Program of Works, 1995- 1996****Noosa Business College, Senior Lecturer, 1991 - 1996****NSW College of TAFE, IT Trainer, 1991****Pasminco Mining Pty Ltd, Geological Systems Technician, Computer Applications, 1984 – 1991****Zinc Corporation/Pasminco Mining Pty Ltd, Underground Miner, 1973 – 1984.**

MEMBERSHIPS & AFFILIATIONS

Commonwealth Government Board, Executive Committee Member, Procurement Council, 2014**Commonwealth Government Board, E-Business Working Group Member, Procurement Council, 2014****Commonwealth Government Board, Financial Systems Modernisation Project Board Member, 2014****Commonwealth Government Board, Financial Information Management Advisory Committee Member, 2014****Commonwealth Government Board, Information Management Systems Group Member, 2014****Commonwealth Government Board, Personal Key Incription Board Member (Digital Transformation), 2014****Government Board, Department of Finance, Gateway Review Program for Projects above AU\$30mil, 7 years****Government Board, AusTender Review Committee Board Member, 9 years****Government Board, Dynamic Sourcing Board Member, 1 year****Government Board, Enterprise Resource Planning Board Member, 1 year****Federal Government, Template Development Working Group, 2 years****Government Board, Senior Procurement Officers Reporting Group Member, 6 years****Government Board, The Defence & Finance Professionalizing Procurement Executive Group, Current Member****The Whole of Australian Government (WOAG) Travel Review Committee, Current Member**

MILITARY EXPERIENCE & AWARDS

Royal Australian Navy, 1972 – 1973
Army Reserve, 10/27 Royal South Australian Regiment, 1978 – 1989
Australian Defence Medal, 2006
Australia Day Medal, 2006

REFERENCES

Excellent stakeholder and client references provided upon request.