
Resides: Canberra, ACT, 2600, Australia

Senior Procurement & Contracts Executive

Government, Health, Social Services & Defence Sector

Highly educated, talented and experienced Procurements and Contracts Manager working across the Government, Health, Social Services and Defence sectors, responsible for successfully managing and coordinating the ongoing development of procurement contracts, coupled with delivering some of the challenging and most complex purchases for the stakeholders and executive teams that I engage with. With exceptional leadership and stakeholder engagement capabilities and skills I am able to communicate and negotiate the needs of the business now, and also in the future.

ATTRIBUTES & SKILLS

- Senior Leadership Skills
- Procurement & Contracts
- Strategic Business Solutions
- End-to-End Procurement Projects
- Business Critical Environments
- Stakeholder Relationships
- Advanced Business Negotiation
- Process Improvement Analysis
- Advanced Problem Solving Skills
- Managing Organisation Change
- Key Influencer of Stakeholders
- Procurement Frameworks
- Key Government Relationship
- Performance Management Reviews
- Process Improvement Techniques

EDUCATION, AFFILIATIONS & MEMBERSHIPS

Bachelor Degree of Science, Remote Sensing, Australia
Advanced Diploma in Government, Contracting and Procurement
Diploma, Information Management & Analysis
Advance Diploma in Government, Security and Risk Assessment
Associate Diploma, Intelligence and Security
Program Management Course, Managing Successful Programs (MSP), Foundation and Practitioner
PRINCE2 Foundation and PRINCE2 Certified Practitioner, Project Management
Certificate IV in Training and Assessment, Australia
Military & APS Senior Leadership Training Program, Australia
Strategic Thinking, Systems Thinking, Investment Logic Course, Australia
Government Procurement Policy Development, Quality Assurance Course, Australia
Procurement Planning & Advice, Australia
Procurement Transformation, Australia
Risk Assessment and Mitigation Planning, Australia
Leading and Managing Programs and Projects, Australia
Government Policy Formulation and Advice, New Policy Proposal (NPP) Development, Australia
Work Program development & implementation Course, Australia
Conduct of Work Place Reviews and Functional Assessments Course, Australia
Microsoft and Adobe Business Applications Course, Australia

EXECUTIVE OVERVIEW

- ✓ **Procurement Framework Project Implementation:** Extensive knowledge gained in the end-to-end design, implementation and support of Procurement Contracts and Frameworks working within the Government and Defence sector with an ability to produce results by delivering clear business outcomes on time.
- ✓ **Driving Change Management Practices:** Confidently develop and deliver effective change and transformation projects based on the needs of my stakeholders whilst continually maintaining a seamless flow of communication during times of change, providing a clear and concise business objectives, deliverables to drive results.
- ✓ **General Management:** Able to motivate and build a high performing team and culture of engaged, collaborative employees in order to deliver the most cost effective procurement solutions for my clients.
- ✓ **Strategy Planning:** Exceptional strategic business leadership, offering general management capabilities and stakeholder management experience predominately working with the Government, Health and Defence sector.
- ✓ **Risk Management:** Commercial awareness of identifying risk associated to a program with a well-developed understanding of all aspects of legal, commercial, regulatory and compliance legislation in Australia.

PROFESSIONAL EXPERIENCE

Department of Health**November 2015 – Present Date****Director, Procurement & Transformation Project, Procurement Advisory Services**

The Department of Health currently leads and shapes Australia's health system and sporting outcomes which is provided through evidence based policy, well targeted programmes and best practice regulation in line with Australian laws.

Key Responsibilities

- Senior level role in the business to provide cost effective leadership, general business management and the support the training and development of employees working within our Procurement services business unit;
- Providing the most effective leadership advice and consultation delivering quality assured results by streamlining procurement practices and processes within the Department of Health and the broader Health portfolio of works;
- Successful design, development and implementation of project strategies, plans and overall product delivery transforming our procurement strategies and plans to support the delivery of Health Programs and initiatives;
- Strategic leadership consultation regarding all procurement and contract management issues to a range of Health portfolio staff engaging closely with the Deputy Secretary, Member Committees and General work areas;
- Provision of procurement training and development of employees in the Department of Health, up skilling key workers where applicable to successfully recruit and retain a high performing team and engaged workforce;
- Implementing new business procedures regarding the submission and review of all tender documentation on how we evaluate key selection criteria elements that support the delivery of a cost effective contract solution;
- Development of new business procurement policy, process, procedures and documentation in line with the needs of the business and stakeholders, identifying risk, issues and the development of information for intranet;
- Comprehensive analysis and basic assessment of procurement and contract management trends in the market;
- Ongoing business liaison with Health portfolio counterparts, colleagues from other procurement work areas across both the public and private sector and building effective relationships with new and preferred suppliers;

The Department of Social Services aspire to successfully improve the lifetime wellbeing of people and families in Australia.

Key Responsibilities

- The primary purpose of my role was to successfully manage and lead a high performing team of Procurement Specialist for the Department of Social Services (DSS) to ensure the procurement policy is in line with the broader Commonwealth Procurement Framework and corporate executive level stakeholder's business objectives;
- Successful design and development of technical specifications for enhancements and the re-modelling of the existing procurement system working in close conjunction with subject matter experts from stakeholder groups;
- Providing effective quality assurance and quality control processes on procurement activities conducted across the entire Department and the development and maintenance of multiple procurement tools and templates;
- Establishment of new business and best practice processes and procedures for the collection, retrieval and analysis of procurement related data, reporting to stakeholders on procurement related issues observed;
- Providing consultative level strategic advice and direction to employees at all levels on procurement issues;
- Drafting of professionally written executive stakeholder reports and provision of responses to parliamentary questions and briefs on procurement issues and activity for the Australian State Federal Government;
- Additional role employed as the Director for Business Strategy to develop the entire procurement framework for successful implementation across the Department, coordinating and presenting at suitable training workshops;
- Assist and support business areas in the planning and development of multiple projects across procurement responding to challenging and complex tendering and bids and all business as usual (BAU) activities.

**Australian Customs and Border Protection Services
Director, Intelligence Projects****March 2007 – November 2009**

The Australian Customs and Border Protection Service was the Australian federal government agency responsible for managing the security and integrity of the Australian border.

Key Responsibilities

- The main purpose of this role was to provide effective senior business level leadership, general management and the training, development, mentoring and support of the Border Protection Command intelligence staff;
- Offering my strategic and operational intelligence consultative level advice to senior stakeholders;
- Communicating closely with the Commander Border Protection Command and CEO of the Australian Customs Service on issues such as maritime terrorism, illegal fishing, organised crime and illegal people smuggling activities;
- Successfully defined and then developed the procurement strategy, tender documentation response and all technical specifications for the construction of the Intelligence Secure Compartmented Information Facility (SCIF);
- Implemented the project to acquire Satellite imagery framework to meet remote area surveillance requirements;
- Develop the strategy and implementation plan for a risk assessment methodology to identify high risk cargo vessels and crew entering Australian ports engaging with multiple business stakeholders across varying levels;
- Developed and implemented the threat and risk assessment methodology to identify and treat the eight maritime security issues in waters surrounding Australia;
- Responded to a large-scale high-value tender documentation to acquire maritime specialists and risk method experts to develop a means tested report of comparing significantly diverse risks using a common method;
- Development of the small craft and maritime targeting strategy plan and a suitable work program to address intelligence priorities for the intelligence function.

PREVIOUS EMPLOYMENT HISTORY

Department of Immigration and Citizenship (DIAC) | October 2006 – March 2009
Defence Imagery and Geospatial Organisation (DIGO) | July 2000 – October 2006
Australian Armed Forces | January 1980 – July 2000.

MEMBERSHIPS & AFFILIATIONS

Member of the Health Aboriginal and Torres Strait Islander Staff Committee, ACT
Member of the Health Reconciliation Action Plan Committee, ACT
Member of the Department of Social Services Aboriginal and Torres Strait Islander Staff Committee, ACT
Member of the Department of Social Services Risk Management Reference Group, ACT
Member of the Department of Social Services Reconciliation Action Plan Committee, ACT.