
Senior Procurement Manager, Senior Project Manager

Procurement Expert, Government, Corporate Services, ICT

Well-qualified, detailed, analytical, commercially aware and strategic Senior Procurement Specialist offering extensive expertise in the delivery and management of Government, Procurement and Corporate Services and Process Improvement projects. Offering my well-developed business communication, stakeholder engagement, influencing and contract negotiation skills, I am able to confidently manage the successful delivery of tenders, bids and responses for a wide range of complex spending categories.

ATTRIBUTES & BUSINESS SKILLS

- Business Leadership Skills
- Project Delivery Expertise
- Stakeholder Communication
- Key Stakeholder Management
- Procurement Contracts
- Key Stakeholder Relationships
- Business Consultancy Advisor
- General Business Management
- Excellent Problem Solving Skills
- Advanced Contract Negotiation
- Key Influencer of People
- Contract Management
- Change Management
- Strategic Planning & Delivery
- Business Improvement Frameworks

EDUCATION & TRAINING

Certificate VI, Advanced Diploma of Government in Strategic Procurement, Major Training Services, 2005

Certificate in Public Sector Management, Flinders University, Melbourne, 1998

Certificate IV, Public Sector Procurement, Purchasing Australia, 1995

Train the Trainer, Canberra Institute of Technology, 1993

Mechanical Engineering Apprenticeship, TAFE Canberra, 1979

GOVERNMENT FORUM PARTICIPATION, MEMBERSHIPS & AFFILIATIONS

AusTender Reference Committee Member;

Foundation Member through Pilot of Commonwealth Electronic Tendering System (CETS), this evolved to AusTender;
Member of the Committee in the decision process for enhancements of AusTender.

Government Contract Management Working Group;

Active Member as representation of Commonwealth Authorities and Companies (CAC);
Act Agencies in development of Contract Management Foundations Seminars.

Commonwealth Senior Procurement Officers Reference Group (SPORG);

Key Representative for CSIRO in review of new policies, case studies and networking.

CORE CAPABILITIES

- ✓ **Program Delivery:** Extensive knowledge gained in the end-to-end design, implementation and management of compliant procurement services working within Government driving the results of projects by delivering clear business outcomes in accordance with contractual, financial and other associated Australian Laws and standards.
- ✓ **Transformation & Change:** Confidently develop and deliver effective transformation programs based on procurement and supply chain maintaining a seamless flow of communication during times of change, engaging with multiple key business stakeholders to provide clear objectives, contract deliverables and driving results.

- ✓ **General Management:** Proven ability to lead, motivate and build successful procurement and project delivery teams, working with personnel to deliver tailored procurement and corporate services solutions while protecting base operations, collaborating with other support departments and customers to achieve desired outcomes.
- ✓ **Contract Negotiation & Financial Risk Management:** Has developed a commercial awareness in identifying risk associated to a program of works. Excellent financial, risk and contract management expertise with a deep understanding of contractual, legal, commercial, regulatory and statutory compliance requirements.

WORK EXPERIENCE

Department of Veterans Affairs

June 2017 – Present Date

Contract and Procurement Advisor

Key Role & Responsibilities

- The Department of Veterans' Affairs serves veterans, war widows and widowers, serving and former Defence Force members, eligible AFP members with overseas service, and dependents and carers;
- DVA provides compensation and income support entitlements, delivers health care and rehabilitation services, and fulfils Australia's commitment to remember and honour those who serve our nation;
- Senior level role to provide strategic advice and support to multiple internal stakeholders and external clients by developing and maintaining relationships in order to deliver quality outcomes by providing an exceptional service;
- Completion of internal quality assurance audits on all aspects of procurement to ensure DVA are fully compliant;
- Tasked to coach, mentor and educate DVA personnel and staff in relation to providing best industry practices, following strict Government led processes and procedures surrounding all aspects of contract and procurement.

ACT Education Directorate

January 2015 – June 2017

Business Services Officer (Casual Engagement)

Key Role & Responsibilities

- The ACT Education Directorate successfully identifies education priorities and the development of suitable strategies, policies and planning for improved learning outcomes through the 87 ACT Government Schools;
- The Directorate also registers non-government schools, tasked to engage with education institutes each day to identify business needs and requirements to continually provide ongoing support and maintenance services contract duties to a wide range of ACT based Schools.

Indigenous Business Australia

September 2014 – October 2014

Procurement Specialist (Contract Engagement)

Key Role & Responsibilities

- Short-term contract engagement working as a Procurement Specialist and subject matter expert for IBA who offers complete economic independence for Aboriginal and Torres Strait Islander people based in Australia;
- Brought on to offer my assistance and support in the establishment of internet based Indigenous Business Operational Services Business Register to develop a suitable framework and documentation for 2 stage approach;
- Communicating with stakeholders regarding our go to market strategy plan for Business Capabilities Manager panel ensuring we achieve project outcomes and project deliverables on time.

CSIRO Procurement Unit, Corporate Finance

November 2003 – November 2013

Procurement Manager (Permanent Engagement)

Key Role & Responsibilities

- CRIRO is the Federal Government agency for scientific research based in Australia to improve the economic and social performance of industry, for the benefit of the community, engaged within the Procurement team;

- Provide management and leadership to staff and peers in the processes of complex and strategic procurement;
- Participate in business improvement projects involving process mapping, project planning and financial reporting;
- Offer my support, advice and guidance to align procurement business plans with CSIRO strategic direction;
- Successful management and implementation of procurement based initiatives, developing design specifications and sourcing scientific and ICT based commodities and the overall improvement of our service delivery model;
- Responding to a wide range of large-scale tenders, high-profile bids, RFI's RFP's and a comprehensive review, assessment and evaluation of all contracts including the negotiation of CSIRO-wide preferred supplier contracts;
- Prepare senior level stakeholder recommendation reports, including Board Briefs, for the appointment of CSIRO-wide suppliers and delivered pivotal procurement activities engaged across CSIRO travel services, managed services function (SAP), ICT infrastructure and network services support and the managed print services platforms;
- Responding to CSIRO AusTender access for publication, receipt and reporting of approaches to market, providing procurement advisory services to Business Units and leadership advice to stakeholders and team members;
- Participation in Government Forums delivering whole of government systems, solutions, policies and procedures.

Key Significant Achievements

- ✓ Implementation of CSIRO Procurement Strategy Plan;
- ✓ Promoted a number of times during my tenure working across multiple business units and divisions;
- ✓ Management of the e-Procurement solution implementation for CSIRO;
- ✓ Development of large-scale complex tender documents and evaluation of RV Investigator support services;
- ✓ Successful negotiations and obtainment of contract signatures for CSIRO-wide Goods and Services Contracts for desktop, laptop and servers, print output devices, stationery, chemicals, laboratory consumables, electronic components and freight and courier services, totaling more than AU\$50M in contract value;
- ✓ Successful negotiation of procurement for an AU\$1M Petabyte Data Storage Facility Unit;
- ✓ Awarding of numerous contracts for complex scientific research equipment's.

PREVIOUS EMPLOYMENT HISTORY

CSIRO Procurement Division | Executive Manager, Procurement Services & Finance | July 2007 - November 2007

CSIRO Plant Industry Division | Manager Purchasing, Finance Branch | January 2000 - October 2003

Department of Health & Community Care | Financial Management, Hospital Purchasing | July 1999 – January 2000.

HOBBIES & INTERESTS

Family is important to me, and time spent with my immediate family is always a priority. I enjoy watching Rugby Union, Motorcycling, Fishing to relax and taking spontaneous adventure trips.