
Senior Procurement Services & Contracts Manager

Government Procurement Based Projects

(SC Cleared- Baseline Level)

Highly knowledgeable, analytical, detailed orientated and experienced Procurement Services & Contracts Manager accountable for working on the most complex purchases and tender negotiations and documentation writing for Government Infrastructure services, specifically working across Education & Training, Communications & Technology, Employment & Workplace Relations, Human Resources, Parliamentary Services, Social Services and the Department of Immigration & Border Protection.

KEY BUSINESS SKILLS & ATTRIBUTES

- Procurement Management
 - Contract Negotiation
 - Procurement Solutions
 - End-to-End Project Delivery
 - Tender & Bid Responses
 - Stakeholder Relationships
 - Strategic Consultation
 - Business Analysis
 - Request for Quotes
 - Writing Tender Documentation
 - Key Influencer of People
 - Government Contracts
 - Pre-Selection Criteria Reviews
 - Proposal Submissions & Responses
 - Delivery Frameworks
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EDUCATION & TRAINING

Associate Diploma

Land & Engineering Survey Drafting, 1976

Diploma of Government

Contract Management, 2007

Certificate IV of Government

Procurement and Contracting, 2014

OVERVIEW OF CORE COMPETENCIES

- ✓ **Quality Assurance:** Proven ability to ensure the successful maintenance of a desired level of quality within Government or Private sector organisations, offering a high attention to every stage of the process.
- ✓ **Recruitment and Human Resources:** Able to build, lead and motivate a high performing team, can comfortably handle people and issues that arise related to people such as performance management, and ongoing training.
- ✓ **Contract Management Documentation:** Confidently develops comprehensive contract documentation for agency and Government services that are aligned with Australia law, regulations and compliance.
- ✓ **Procurement Services:** Extensive knowledge and significant expertise gained in the end-to-end design, implementation and ongoing delivery of procurement services specifically within the Government sector.
- ✓ **Capital Works:** Understands Government led Capital Works Management Frameworks and methodology which relate to the successful planning and investment of procurement phases.
- ✓ **Risk & Financial Management Practices:** Strong commercial awareness of identifying financial risk that are possibly associated to a program of works offering exceptional financial, risk and cost management exposure.

PROFESSIONAL EXPERIENCE

APS 6, IP Australia**December 2016 – January 2017****Key Responsibilities**

- IP Australia administers intellectual property rights and legislation relating to patents, trademarks, registered designs and plant breeder's rights in Australia;
- Contracted on a four week consultative assignment to provide strategic advice, engagement and support on the delivery of procurement services, preparing requests for quotes and works orders using SAP.

APS 6, Department of Education**October 2016 – December 2016****Key Responsibilities**

- Responsible for national policies and programs that help Australians access quality and affordable early child care and childhood, school higher, vocational training, international education and research;
- Eight Week engagement to oversee the quality assurance of all tender documentation and assessment guides in regards to the draft of final tender assessments engaging with multiple business stakeholders.

APS 6, Department of Education and Training**January 2016 – July 2016****Key Responsibilities**

- Responsible for national policies and programs that help Australians access quality and affordable early child care and childhood, school higher, vocational training, international education and research;
- Six Month engagement engaging with multiple Government stakeholder to gather business requirements;
- Oversee the preparation of Request for Tender and drafts of contracts, developing pre-selection criteria elements and the statement of requirements sending out comprehensive spend proposals under the PGPA Act;
- Preparation of Tender Evaluation Plan, Communication Plan and Probity Plan in line with department's needs.

APS 6, Department of Parliamentary Services**August 2015 – May 2015****Key Responsibilities**

- DPS is one of four parliamentary departments supporting the Australian Parliament;
- Five Month assignment engaging with multiple Government stakeholder to gather business requirements;
- Preparation of Request for Tender and the successful proposal and draft of Contract for the Capital Works Programme utilizing current panel arrangements and multi user lists, negotiating with multiple suppliers;
- Development of Statement of Requirements, Pre-Selection Criterion, Spending Proposals, and the Tender Evaluation Plan, Communication Plan and Probity Plan communicating the immediate needs of stakeholders;
- Assessment of large-scale tenders and Contract Management and supervision of the Capital Works Programme.

APS 6, Department of Education and Training**January 2015 – May 2015****Key Responsibilities**

- DEEWR was a former department of the Government of Australia;
- Four Month assignment engaging with multiple Government stakeholder to gather business requirements;
- Preparation of Request for Tender and the successful proposal and draft of Contract for the Capital Works Programme utilizing current panel arrangements and multi user lists, negotiating with multiple suppliers;
- Development of Statement of Requirements, Pre-Selection Criterion, Spending Proposals, and the Tender Evaluation Plan, Communication Plan and Probity Plan communicating the immediate needs of stakeholders;
- Assessment of large-scale tenders and Contract Management and supervision of the Capital Works Programme.

EL1, Department of Social Services

August 2014 – September 2014

Key Responsibilities

- The Department of Social Services are tasked with improving the well-being of people and families in Australia;
- Eight Week engagement to complete a review and assessment of Tenders including preparation of recommendations communicating my findings and observations to multiple Government sector stakeholders.

APS 6, Department of Immigration and Border Protection

August 2012 – December 2013

Key Responsibilities

- Contracting to the Government of Australia that is responsible for immigration, citizenship and border control;
- Four Week consultative engagement to provide a comprehensive review and analysis and detailed assessment of Tenders including preparation of recommendations and consistency checks, communicating my findings and observations to Government stakeholders with an ongoing strategy plan in place.

Department of Education, Employment and Workplace Relations

July 2005 – June 2012

Assistant Director

Key Responsibilities

- Tasked to deliver procurement services and strategic advice for a large-scale procurement process valued at AU\$1M engaging closely with multiple business stakeholders, the probity advisor and legal team;
- Successful preparation of Requests for Tender documentation, drafting of contracts and development of statement requirements for pre-selection criterion including the management and review of spending proposals;
- Prepare risk based assessments and assess any risks associated with tender responses, bids and communicating such risks identified to Government stakeholders in a timely and proactive manner;
- Complete overview and evaluation and then the successful preparation of FMA Regulation 9 & 10 including providing a comprehensive review and assessment on previous bids and approvals from preferred suppliers;
- Successful tender for provision of services and accommodation and concierge services on Christmas Island project;
- Managing all documents that relate to tender submission and tender evaluation and all probity plans including all aspects of marketing and communications when it comes to tender advertisements;
- Assessment of tenders and the successful documentation preparation of tender assessment reports for Government stakeholders in order to develop a contract, handling all stakeholder negotiation surrounding costs;
- Achieved Government stakeholder approval of all documentation for the relevant financial delegate signature.

PREVIOUS EMPLOYMENT HISTORY

Department of Communications Technology and the Arts | Project Officer | 2005 (2 Months)

SMEC International Pty Ltd | Project Officer | 2003 - 2004

Coffey MPW Pty Ltd | Project Officer | 1999 – 2003

ACT Government | Project Officer | 1996 - 1999

Stay at Home Dad | 1994 - 1996

Department of Urban Services | Project & Policy Officer | 1989 – 1994.