



1300 368 161  
team.aus@hidrive.com.au  
www.hidrive.com.au

**HIDRIVEGROUP** P/L  
ABN: 97 153 134 788



Employee Name:

Start Date:

## Head of Procurement

Department:	Supply Chain
Reports to:	National Supply Chain Manager
Direct reports:	Procurement Team
Primary Location:	Goulburn
Management Level:	Line Manager
Classification:	Level 5
Work Hours:	Monday – Friday 8am – 4.30pm

### Position Summary:

As the Head of Procurement, you will lead your team in delivering quality, security of supply and at minimal procurement costs. Your focus will be **Strategic Procurement** that ensures timely supply of goods and services that are critical to an organisation's ability to meet its core business objectives. You will lead your team in their roles of Tactical and Operational Procurement to ensure both one-off procurement and goods and services that are generally required to sustain daily production are performed in accordance with the teams and companies objectives.

The role requires an experienced leader who knows how to define a procurement strategy and then can lead a team to execute on the strategy.

### Key Accountabilities:

#### General:

- Identifies procurement needs of the entire organisation.
- Leads the procurement department (strategically and operationally).
- Manages all procurement processes, including the purchasing or obtaining of raw materials, goods, and services for manufactured goods.
- Devises initiatives to drive procurement performance.
- Drives continuous improvement.
- Ensures compliance with relevant regulations, standards, and laws.

#### Strategic:

- Strategy: Creates the procurement strategy and policies aligned to the company strategy.
- Performance: Builds procurement KPI's to track performance and costs.
- Risk management: Identifies risks, develops, and implements risk mitigation strategies.

- Trends: Monitors procurement trends and aligns activities and processes accordingly.
- Procurement market research: Evaluates and develops new markets, suppliers, materials/goods, and services.
- Supplier management: Manages the supplier base and ensures the development of strategic partnerships.
- Supply plan: Manages the supply plan process (sales & operations planning).
- Digitalisation: Optimises workflows, automates processes to increase efficiencies. Incorporates new procurement software, e-procurement processes, and business processes.

#### Operational:

- Security of supply: Ensures supply (on time, in full and within quality requirements) of raw materials, goods, and services for production.
- Procure to pay: Manages the procure-to-pay process, including requisitioning, purchasing, receiving, invoicing, and paying for goods and services.
- RFQ: Manages RFQs and oversees competitive bidding cycles.
- Contracts / pricing: Negotiates contracts with vendors to secure the best deals and terms, based on TCO approach (Total Cost of Ownership).
- Materials management: Ensures materials management (optimal procurement lot sizes according to the TCO principle)
- Compiles reports for the National Supply Chain Manager

#### Projects:

- Supply chain optimisation project: Leads the sub project procurement.
- Supports the national supply chain manager in projects relating to supply chain management.

#### Leadership / responsibilities:

- Is responsible for carrying out tasks assigned to him/her in compliance with costs, deadlines, quality, and the environment.
- Manages and supervises his employees and develops their skills.
- Creates job descriptions, conducts employee performance review in line with the HR policies.
- Communication: Informs his/her employees regularly and at the appropriate level about important decisions or measures taken by management.
- Ensures cross-divisional thinking and action by procurement employees.
- Manages collaboration with internal departments.

Qualifications :	Minimum quals to proceed in recruitment No Qualifications required
Experience :	Minimum experience to proceed in recruitment Proven working experience as Head of Procurement, preferable in the automotive and/or metal industry. Demonstrated leadership in procurement functions, including strategic sourcing, supplier management, procure to pay etc. Experience in building and developing a strategic and operational procurement department. Experience with ESG (Environmental, Social and Corporate Governance)
Skills & Competencies :	Key Skills or transferable skills to be successful in the role ( <b>proven</b> skills or knowledge) Strong negotiating skills Strong networking skills Strong leadership capabilities Strong understanding of business finance
Personal Attributes:	A 'must have' as an employee to succeed in role Analytical and strategic mindset A problem solver A decision-maker

Agreement	<p>This position description is to provide an overview of the scope and responsibilities of the role in which you have been employed in. It is not intended to be an all-encompassing list of duties. You will be expected to perform other job-related tasks requested by management and as required by the development of this role.</p> <p>At Hidrive we understand that the key to success is Role clarity and understanding how you add value and what succeeding in your role looks like. You will be provided with a Role Clarity Statement that will outline key role requirements, accountabilities, KPI's, authorities and key interdependencies. The RCS is a developing document and will be reviewed by your manager.</p> <p>I fully understand the content and agree that it forms the basis of my employment at Hidrive Group P/L</p> <div> <div>_____</div> <div>Employee</div> </div> <div> <div>_____</div> <div>Date</div> </div> <div> <div>_____</div> <div>Manager</div> </div> <div> <div>_____</div> <div>Date</div> </div>
-----------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------