**JOB DESCRIPTION**

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| **Position Title** | | Manager Business Services | | | |
| **Position Number** | | | 35475 | **Designation** | Executive Contract Officer 1 |
| **Reports To (Position Title)** | | | **GM Finance and Corporate Services** | | |
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| **Organisational Context** | | | | | |
| Territory Generation is a Government Owned Corporation that was formed in 2014 as part of the Northern Territory Government's reforms to the electricity market. We are a Northern Territory Government entity that produces approximately 1900GWh of electricity a year using gas, diesel and solar technologies to power Territory towns and the city of Darwin. Our vision is to safely, reliably and efficiently generate electricity to meet the needs of our customers and to sustainably contribute to the lifestyle and development of the Northern Territory  Our actions, words and behaviours are guided by a core set of Values that form the foundation of everything we do. Our Values are **Focus, Integrity, Respect, Safety, Teamwork. “FIRST”** | | | | | |
| **People Manager Responsibilities** | | | | | |
| As a manager of people you are accountable for coaching, developing and leading your team to achieve agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation’s values and hold your team accountable for their performance and behaviour. Key responsibilities : | | | | | |
| Focus | * Demonstrates a sound awareness of the Vision and objectives of the Corporation. * Place highest priority on organisational goals and anticipate effects of own area plans, actions and objectives on other departments. * Drive for results – ensure team goals and objectives link back to the organisational objectives and adjust with the needs of the business. * Establish and monitor performance objectives for self and subordinates which support the organisational goals. * Provide timely appropriate feedback on performance. Reinforce efforts and progress and ensure ineffective performance or behaviour is effectively managed. * Remain self-disciplined and calm under pressure, develop realistic timelines and action plans to achieve agreed goals; | | | | |
| Integrity | * Demonstrate the organisation’s values. Help subordinates understand the organisation’s vision and values and their importance; * Conduct business in line with the values and high ethical standards – considers values in all business interactions; * Ensures compliance with legal, governance and policy requirements; * Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery. | | | | |
| Respect | * Actively listen and seek information to understand circumstances, problems, expectations or needs of team mates and subordinates to improve working relationships; * Actively support organisational goals and change initiatives – identify subordinate concerns and address in a timely manner; * Look for opportunities to reinforce and recognise the importance of accomplishment by individuals and teams in supporting the Values through their actions. | | | | |
| Safety | * Actively promote safe work behaviours to reinforce a positive safety culture * Ensure safety KPIs are established and achieved in own area; * Challenge unsafe behaviours and recognise good safety behaviours; * Monitor safety performance ensuring team takes ownership of their safety performance. | | | | |
| Teamwork | * Build positive working relationships within own team and other areas to help achieve team/department goals; * Coach and guide direct team to accomplish work and team objectives by setting specific performance goals and following up as necessary; * Encourages subordinates to be accountable and take responsibility for actions. * Take an active interest in the goals and progress of other departments/areas/teams. * Focus on personal growth and establish development plans to address gaps and which will help the achievement of performance goals. | | | | |
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| **Role Responsibilities** |
| You will manage the supply chain, procurement, strategic and business services of the Corporation. This includes providing strategic advice, and developing and implementing integrated organisation strategy, business services and supply chain strategies, incorporating sourcing activities, procurement processes and inventory management.  Your accountabilities include:   1. Introducing integrated supply chain processes and services throughout the business, including assets, maintenance and projects teams monitoring and reporting on supply performance and business compliance with all supply chain processes. 2. Demonstrated ability to develop, implement, monitor and deliver Corporate Services to ensure the Corporation operates efficiently and effectively within relevant legislation including Critical Infrastructure legislation which supports the sites in managing Facilities contracts, Fleet Management, Insurance, Emergency and Business Continuity Management, Physical and Electronic Security and Management of Headquarters Site. 3. Demonstrated ability to provide resource planning and high level support, guidance, leadership, mentoring and management to the Business Services Team in the provision of reliable and effective service delivery of the business services functions including strategic planning, sourcing, procurement and inventory to stakeholders. 4. Champion, design, recommend and manage the implementation of a fit for purpose quality management system including a change management approach that meets the requirements of the business 5. Provide leadership, direction and oversight for the development and implementation of corporate strategy, dashboard reports, strategic KPI’s and cost saving programs reporting to management and Board. 6. Take a lead role in developing, implementing and reporting on cost saving and efficiency savings plans to embed practices across the Corporation aimed at improving the overall financial performance of the Corporation. 7. Investigate opportunities and provide specialist advice and recommendations to executive management to streamline procurement, inventory processes and strategic actions to create and maximise cost efficiencies. 8. Identify and monitor risks relating to the Corporation’s supply chain and procurement functions and develop mitigating actions including assisting in contract terms and complex inventory and supply contract negotiations. 9. Engage with relevant stakeholders in relation to the forward plan of capital works and repairs and maintenance programs to develop and prepare for the inventory and procurement requirements across Territory Generation. 10. Support General Manager Finance and Corporate Services in coordination of the annual audit plan and reviews. 11. Carry out duties in accordance with Territory Generation’s safety, environmental and quality policies, safety principles, corporate values and strategies. |
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| **Selection Criteria** |
| **Essential** |
| 1. Comprehensive knowledge of purchasing, procurement and strategic related activities within a complex working environment. 2. Extensive knowledge and demonstrated experience with contractual frameworks, critical infrastructure legislation, contract management including documentation and agreements, and providing procurement/contract advice. 3. Extensive knowledge and demonstrated experience with inventory management, physical and electronic security management, supply chain, emergency and business continuity management and strategic planning principles and practices. 4. High level interpersonal skills with the ability to influence and persuade others, maintain positive relationships, and successfully negotiate outcomes and communicate effectively with people of diverse   cultures.   1. Proven leadership and people management skills with the vision, initiative, and drive to achieve change, whilst contributing to a positive workplace culture through promotion and adherence to the organisation’s core values. 2. Highly developed strategic, conceptual, analytical and complex problem solving skills with a proven ability to exercise sound judgement and provide effective and innovative solutions to complex supply chain issues. 3. Extensive knowledge and demonstrated experience in budget and financial management, including budget formulation and processes, project programming, inventory management, reconciliation, and reporting. 4. Demonstrated ability to plan, prioritise, and complete high volume workload and manage available resources with changing priorities, in order to meet competing deadlines. |
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| **Desirable** |
| 1. Relevant tertiary qualifications |
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| **Direct Reports** | | | | |
| Supply Supervisor  Procurement Supervisor  Business Strategy and Services Coordinator | | | | |
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| **Key Internal Relationships** | | | | |
| Executive Leadership Team  Maintenance Managers  Assets Manager  Capital Works Program Team  Audit, Risk and Compliance Manager | | | | |
| **Key External Relationships** | | | | |
| Contractors  NTG Contract and Procurement Services (CAPS) | | | | |
| **No. of Employees Reporting (approx)** | Direct - 3 | | Indirect - 11 | |
| **REVIEW / AUTHORISATION** | | | | |
| **HR Review:** | **P Blundell** | **Date** | | **August 2019** |
| **General Manager Finance and Corporate Services:** | **M Walters** | **Date** | | **August 2019** |

**Apply online:** <https://jobs.nt.gov.au/Home/JobDetails?rtfId=172297>

**Closing Date: 29/08/2019**