

POSITION DESCRIPTION



OVERVIEW

TITLE	Head of Procurement
DEPARTMENT	Operations
LOCATION	Sydney (Head Office) / NSW
REPORTS TO	Chief Financial Officer
WORK TYPE	Full-Time Permanent
HOURS/DAYS PER WEEK <i>(part-time, casual or contractor only)</i>	
START DATE	ASAP
END DATE <i>(FT/PT fixed term contract or contractor only)</i>	

ACCOUNTABILITY

Number of direct reports <i>(How many people directly report into this role?)</i>	0
Number of indirect reports <i>(How many people indirectly report into this role?)</i>	1
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	N/A

ABOUT US

Football Australia is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.
- 2. Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all

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3. **A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game
4. **Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

BACKGROUND & PURPOSE OF THE ROLE

This role is responsible for managing and coordinating Football Australia's procurement activities and to provide comprehensive end to end, strategic and operational procurement advice to the Executive Leadership Team.

This role plays a pivotal role in overseeing the procurement process for all goods, services and contracts that are essential to the successful delivery of Football Australia operations.

Reporting to the Chief Financial Officer, this role requires a strategic thinker with exceptional negotiation skills, a thorough understanding of government procurement policies and procedures and an ability to collaborate with the business on best practice end to end procurement practices.

ROLE RESPONSIBILITIES

Procurement & Contracts

- Develop and implement procurement strategies aligned with project objectives and government regulations.
- Lead the procurement tender processes in sourcing, evaluating, and selecting suppliers for goods and services required for key projects.
- Collaborate with project stakeholders to identify procurement needs, requirements, strategy, budget, scope of works/out of scope, and ensure timely delivery of required resources.
- Manage the end-to-end procurement process, including drafting tender documents, evaluating scorecards, commercial and contract negotiation and communication with all external suppliers and project stakeholders.
- Conduct risk assessments and develop mitigation and escalation plans.
- Conduct supplier due diligence and financial viability assessment.
- Accountable for the management of FIFA Forward & AFC Plans, adherence to the AFC and FIFA regulations, central annual audit reviews; ensuring timely delivery and review of activities and KPI's and to anticipate and plan ongoing resourcing needs.
- Monitor supplier performance and compliance with contract terms, taking corrective action as necessary.
- Ensure procurement activities adhere to relevant legislation, Football Australia policies, and ethical standards.
- Partner with key internal stakeholders, influencing engagement with procurement to deliver more efficient business outcomes.
- Manage the end-to-end tender process & documentation, communication process and the recommendation to the key stakeholders.
- Prepare reports and presentations for senior management, FIFA, AFC, Audit, key stakeholders on procurement activities, outcomes, and challenges.
- Stay informed with industry trends, best practices, and regulatory changes in procurement to inform decision-making and enhance efficiency.

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ROLE OUTCOMES/ DELIVERABLES

- Develop a Procurement plan that aligns to Football Australia's strategy
- Drive the procurement processes for strategic spend categories delivering savings
- Engage across Football Australia and other Football stakeholders to implementing an effective procurement process
- Delivery of AFC & FIFA deliverables in each Financial Year.

MAJOR INTERACTIONS

- CEO's Office
- Executive Leadership Team
- Finance Team
- Heads of Departments and General Managers
- Suppliers,
- FIFA
- AFC
- Member Federations

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • Proven experience in procurement management, preferably in a Sport, or large-scale project environment. • In-depth knowledge of procurement regulations, policies, and procedures. • Demonstrated knowledge and experience of procurement and contracts frameworks, contract management, including negotiation, and ongoing variations. • Experience leading and managing finance and procurement/contracts teams and coordinating work in a fast-paced environment achieving targets and delivering outcomes. • Excellent communication and interpersonal skills, with the ability to build and maintain relationships with internal and external stakeholders. • Strong conceptual, analytical, and problem-solving skills. • Sound understanding of risk management principles and practices. • An ability to achieve operational outcomes and meet strict project deadlines and reporting. • High level of integrity and commitment to upholding ethical standards in procurement practices. • High level of business acumen, with ability to engage and influence senior stakeholders.
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QUALIFICATIONS

Essential	
Desirable	<ul style="list-style-type: none"> • CIPS (Chartered Institute of Procurement and Supply) membership would be highly regarded.

UNIQUE CRITERIA

The following selected items identify the requirements of the role

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- ☒ Out of hours and weekend work
- ☒ Intra and/ or Interstate travel
- ☒ International Travel
- ☐ Significant periods of work away from home
- ☐ Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation

ADDITIONAL REQUIREMENTS

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role

- ☒ National Police Check
- ☒ International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- ☒ Full working rights in Australia
- ☒ Working with children check (paid/ employee) or state- based equivalent.
- ☐ Working with children check (volunteer) or state- based equivalent (volunteer roles only)