

Position Description

Position title:	Category Specialist – IT
Reports to:	Category Manager – IT
Business unit:	Corporate Services Group
Employment category:	Contract (Employment Agreement)

About United Energy

As an electricity distribution company we provide safe, reliable and affordable power to 700,000 Victorians in Melbourne's east and south eastern suburbs and the Mornington Peninsula using our network of poles, wires and infrastructure to bring power to homes and businesses across our service territory — that's more than 13,000 kilometres of wires and 200,000 poles.

But we do so much more than manage poles and wires. We're also the gateway to a clean energy future, dedicated to finding solutions and harnessing new technology to benefit our customers, communities and the environment. This includes industry leading projects in community batteries, demand management, smart charging for electric vehicles (EVs) and microgrids.

And as more customers choose solar, batteries, EVs and smart appliances — the electricity system is becoming increasingly complex, and so too is the level of innovation required to manage it. That's where you come in.

About the Corporate Services Group you'll be part of

The Corporate Services Group plays a vital role for the business by managing essential services such as property, procurement, revenue management, payroll and security. With a focus on excellence, integrity, collaboration, and innovation, we are dedicated to delivering exceptional support that enables the company to thrive and grow.

The Corporate Services Group support the operational efficiency and safety of our business. The team manage essential assets and services critical to running of the business. From overseeing property and procurement to managing revenue, payroll, and the security of our people, places and assets. They ensure that these elements are well-maintained and optimised to deliver value for all.

Our core values



Live safely



Improve our business



Be customer and community minded



Be the best you can be



Succeed together

Purpose of the position

The Category Specialist role supports the development and execution of procurement strategies for IT categories in collaboration with the Category Manager. Key aspects of the role including building strong internal stakeholder relationships, driving operational efficiency and delivering cost effective outcomes across all third-party IT product and service engagements. The Category Specialist is also expected to support category planning, continuous improvement initiatives and proactive contract risk management.

Your key responsibilities

Category Management & Strategic Sourcing

- Engage and understand Business Unit (BU) needs and ensure their requirements are accurately reflected in any procurement engagement.
- Develop, manage and oversee lower value procurement market engagements, along with completing detailed pre and post analysis.
- Lead the tender evaluation process, ensuring a strong governance approach is applied to all supplier interactions.
- Support Category Manager to develop and deliver category plans and track value-added benefits.
- Negotiate and implement commercial contracts for the delivery of product and services.

Reporting & Compliance

- Ensure all IT procurement requests comply with Group Procurement Policy and Processes, security requirements and architectural guidelines.
- Assess IT supplier compliance with agreed contract terms.
- Assist the Category Manager to monitor supplier spend trends to inform the procurement strategy.

Continuous Improvement

- Undertake lessons learned debriefs with stakeholders and ensure any issues or clarifications on Procurement outcomes are addressed in appropriate timeframe.
- Liaise with operational resources within business unit and key stakeholders to ensure that agreed process efficiencies are implemented operationally.

- Record identified savings against organisational efficiency targets.

Relationship and Change Management

- Effectively manage stakeholder relationships, ensuring they are adequately informed of plans and progress, to ensure transparency, stakeholder buy-in across the business, clarity of purpose & consensus.
- Attend regular meetings with both suppliers and key internal stakeholders as required.
- Demonstrate the broad range of benefits that Procurement can deliver through a commercially focussed approach.
- Identify, establish and maintain the appropriate relationships within the IT team and across the broader business to ensure alignment on Procurement strategy.

What you'll bring to the business

Education / Qualifications:

- Degree Qualified – Commerce, Business, Law or Engineering

Knowledge:

- Sound knowledge of procurement processes, policies and practices.
- Knowledge of supply chain risks and resilience strategies.
- Strong analytical skills with the ability to analyse complex pricing models.
- Good understanding of commercial contracts, including a broad knowledge of legal concepts and principles.
- Demonstrated experience in using SAP or an equivalent ERP system.
- Demonstrated experience in the use of e-Tendering and contract management tools.

Experience:

- Demonstrated end-to-end experience in Procurement or a related commercial discipline.
- Demonstrated experience in the development and delivery of end-to-end procurement market engagements.
- Proven experience in negotiating commercial contracts and supplier performance management.
- Strong stakeholder relationship management skills.

The skills and competencies you'll have

'Thought' competencies

1. Financial/commercial acumen: Applying financial thinking, commercial rigour and discipline to all business decisions and customer relationships to identify ways of maximising and protecting our business value
2. Strategic mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies
3. Business insight: Applying knowledge of business and the marketplace to advance the organisation's goals

'Result' competencies

1. Ensures accountability: Holding self and others accountable to meet commitments
2. Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
3. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

'People' competencies

1. Builds effective teams: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals
2. Drives engagement: Creating a climate where people are motivated to do their best to help the organisation achieve its objectives
3. Builds networks: Effectively building formal and informal relationship networks inside and outside the organisation

'Self' competencies

1. Instils trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity
2. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear
3. Nimble learning: Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder

Other relevant information

- Travel to other work locations / sites may be required