

Job title: Project Lead Regional Procurement - Eastern Region Shared Services	
Classification: Band 8	Effective Date: 2026 (18mths from commencement)
Reports to: Director Corporate Services (on behalf of - and to - ERG Directors)	Tenure: Temporary

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The ERSS Procurement Analyst leads the delivery of the Eastern Region Shared Services Procurement Program by providing analysis, support project planning and implementation across key workstreams, including procurement document standardisation, collaborative procurement opportunities and future shared service planning. The role provides expert strategic advice to Chief Executive Officers, Directors, governance bodies and participating councils and is accountable for, data-driven insights, governance support, reporting and practical implementation outcomes that process the advancement of regional procurement initiatives from planning through to delivery.

Key Responsibilities

Position Specific Responsibilities

Project Delivery and Coordination

- Lead the strategic planning and implementation of the ERSS Procurement Program, including project planning, reporting, risk management and stakeholder engagement.
- Identify and assess emerging opportunities to expand regional collaboration, shared procurement arrangements and service delivery models.
- Oversee project activities, workshops, meetings and action tracking across participating councils and governance groups.
- Lead the preparation of reports, analysis, modelling, briefing papers, presentations and provide expert advice and strategic recommendations.
- Develop options, strategic recommendations and policy proposals to support regional procurement reform, shared service opportunities and continuous improvement initiatives.

Procurement Analysis and Standardisation

- Coordinate the collection, review and analysis of procurement templates, contracts, policies, workflows and related documentation across participating councils, identifying opportunities for harmonisation, standardisation and continuous improvement.
- Undertake the analysis of procurement, contract and performance data to inform evidence-based decision making, collaborative procurement opportunity identification, business case development and implementation planning.
- Develop and maintain practical tools, pipeline registers, reports and insights

that support procurement planning, governance, monitoring and service improvement.

- Develop recommendations for implementation of shared procurement documents, governance controls and adoption processes to promote consistency across participating councils.
- Design and recommend implementation plans by identifying stakeholder impacts, adoption requirements, and change considerations that support the successful delivery of regional procurement initiatives.
- Lead the development and review of regional procurement frameworks, standardised documentation (including policy) and governance approaches to support consistent practices across participating councils

Governance, Reporting and Stakeholder Management

- Support ERSS procurement governance arrangements, including coordination with ERPN, ERG Directors and participating councils with consideration for broader ERSS Program.
- Prepare performance reporting, implementation updates, benefits tracking and risk analyses.
- Build collaborative relationships with internal and external stakeholders to support successful delivery of the Procurement Program.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

This role is accountable for the delivery of high-quality analysis, strategic advice, project outcomes, governance reporting and stakeholder engagement activities that support achievement of the ERSS Procurement Program objectives. The position is responsible for ensuring the integrity, quality and effectiveness of procurement analysis, recommendations, implementation planning and program reporting.

Judgement and Decision Making

- Act as a key advisor to participating councils and stakeholders by providing specialist analytical expertise, data interpretation, implementation advice and strategic insights.
- The freedom to act is governed by relevant legislation, Council policies,

procurement frameworks, project governance arrangements and the objectives of the ERSS Procurement Program.

- The nature of the work is highly specialised and involves the development and application of procurement, governance and shared service frameworks, methodologies and approaches. Problem solving requires the interpretation of complex procurement, contract, organisational and stakeholder data to identify opportunities, risks and strategic solutions across participating councils. The role is required to develop new concepts, frameworks, policies and implementation approaches in areas where established precedent, guidance or consistent practice may not exist across participating organisations.
- Provides high level advice and recommendations on issues that have the potential to impact project delivery, governance outcomes, participating council alignment, procurement implementation activities or achievement of strategic program objectives

Specialist Knowledge and Skills

- Strong analytical skills, including the ability to interpret complex and diverse data sets and translate findings into strategic recommendations and operational outcomes.
- Demonstrated ability to lead large-scale organisational transformation and shared service initiatives.
- Well-developed understanding of procurement processes, contract management, sourcing activities or public sector governance.
- Ability to review, compare and synthesise policies, templates, procedures, contracts and related documentation.
- Strong skills in Microsoft Excel, including data cleansing, analysis, formulas, tables and reporting.
- High level of competence in Microsoft PowerPoint and Word, including the preparation of professional briefings, reports and presentations.
- Ability to develop registers, dashboards, tracking tools and visual summaries.
- Advanced understanding of governance, risk management, change control and decision-making processes within complex organisations.

Qualifications and Experience

- Degree qualification in Business, Commerce, Project Management, Public Policy, Data Analytics or a related discipline, together with significant relevant experience or extensive demonstrated experience in a comparable specialist environment
- Demonstrated experience leading and provide specialist advice in a procurement, project, business improvement, organisational transformation or analyst role within a complex organisation.
- Demonstrated experience influencing and working across multiple stakeholder

groups and facilitating collaboration to achieve agreed outcomes.

- Experience in local government, public sector procurement, contract management or shared services environments would be highly regarded however not mandatory.

Interpersonal Skills

- Perform work professionally, collaboratively and with integrity.
- Highly self-motivated and proactive, with a strong focus on delivering high-quality outcomes within agreed timeframes.
- Ability to build and maintain productive relationships and work effectively with internal and external stakeholders across multiple organisations.
- Highly developed communication, negotiation and influencing skills, with the ability to engage, persuade and build commitment across diverse stakeholder groups.
- Committed to supporting colleagues and fostering a collaborative team environment.
- Demonstrated curiosity, analytical thinking and a continuous improvement mindset, with the ability to translate data and insights into practical outcomes.

Key Relationships:

- Develop and maintain effective working relationships with the ERG participating councils, including procurement, governance, finance, operational stakeholders and Directors.
- Provide analytical and implementation advice and recommendations to the Project Team, ERG Directors and project governance groups.
- Collaborate with internal and external stakeholders, subject matter experts and partner organisations to support delivery of the ERSS Procurement Program

Management Skills

- Demonstrated ability to lead and coordinate complex, multi-faceted projects across multiple organisations, balancing competing priorities, dependencies and stakeholder expectations to achieve strategic outcomes.
- Ability to identify, evaluate and drive opportunities for improvement and make practical recommendations to enhance procurement processes, governance and, regional collaboration and program delivery.
- Demonstrated capacity to manage organisational risk and competing interests while maintaining alignment to broader strategic outcomes.
- Ability to build effective stakeholder relationships, resolve issues and support implementation across participating councils and partner organisations.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.

- Working with Children Check.
- A valid Victorian driver's licence

Key Selection Criteria

1. Demonstrated experience in project coordination, business improvement, transformation or analyst role, preferably within local government, the public sector or a complex organisational environment.
2. Highly developed analytical and problem-solving skills, including the ability to collect, interpret and present complex data, identify risks and opportunities, and develop evidence-based recommendations.
3. Experience supporting the delivery of projects or programs, including planning, governance, reporting, stakeholder engagement, implementation activities, change management and adoption requirements.
4. Highly developed communication, interpersonal and stakeholder management skills, with the ability to prepare high-quality reports, briefings and presentations, influence and engage stakeholders, and build productive relationships across multiple organisations, governance groups and diverse stakeholder networks.
5. Demonstrated ability to influence outcomes, build consensus and drive collaborative approaches across diverse stakeholder groups where direct authority may not exist.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Rarely	
Hand/Arm Movement Tasks involve use of hand/arms	Computer use	Frequently	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Rarely	
Standing Tasks involve standing in an upright position		Rarely	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Walking to meetings	Sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Rarely	
Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely	

Keyboard Duties Tasks involve sitting at workstation and using computer	Writing and editing	Frequently	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Standard of vision required equal to that required for driver's licence	Frequently	

Any other relevant comments: