



BUSH HERITAGE
AUSTRALIA

Position description

POSITION TITLE	Assets and Procurement Program Manager
ROLE GRADE	9
REMUNERATION	\$99K - 121K (inclusive of 10% superannuation)
COST CENTRE	Finance Team, Corporate Services
LOCATION	Melbourne
DATE REVIEWED	July 2021
POSITION BASIS	Full time – 3 - year contract

Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 37 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6700 native species and at least 226 endangered species.

Established in 1991, Bush Heritage has over 45,000 supporters Australia-wide and an annual operating budget of over \$20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

We're proud to acknowledge the Traditional Owners of the places in which we live and work. We recognise and respect the enduring relationship they have with their lands and water, and pay our respects to Elders, past and present.

Our values are:

Conservation: Protected, connected landscapes and waterways for plants, animals, and people

Culture: A shared journey of respect for diversity, each other, and acknowledgement of Traditional Owners' enduring relationship to this land and waters

Collaboration: We collaborate with Traditional Owners, other landowners, scientists, government, organisations, and communities for the greatest impact

Community: Together we are an active and dedicated mosaic of staff, volunteers, partners, and supporters all working for a common goal

Safety: Healthy people, healthy country

The organisation has teams that span – West & SA Region, North Region, South East Region, Science and Conservation, Fundraising and Engagement, Strategy and Business Development, People and Safety, and Corporate Services.

CEO and the Board

Heather Campbell is Bush Heritage's Chief Executive. The Board Chair is Sue O'Connor, and Directors include leading Australians from business and commerce, government, conservation, and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

Direction and guidance for this position

Reporting to the Executive Manager Corporate Services and CFO, the incumbent is accountable for fulfilling the 'Key responsibilities and duties' associated with this position.

Bush Heritage believes in inclusiveness, diversity and equality and we are committed to ensuring that our workplaces reflect the community. We recognise the benefits that a diverse and inclusive culture brings for our employees and in turn, encourage talented people from all backgrounds, abilities, and identities to apply to our vacancies.

Position summary (background)

The Assets and Procurement Program Manager is responsible for establishing, implementing and continuously improving systems, policies and procedures for the effective management of Bush Heritage's assets (including buildings, plant, equipment and vehicles), the project management or support for infrastructure and construction projects, the procurement of goods and services and management of the organisation's insurance policy portfolio.

The position will work directly with Bush Heritage teams throughout Australia and with other central programs (including health & safety, finance, conservation planning, and fundraising) to ensure the organisation's new projects are delivered effectively and existing assets are strategically and efficiently planned, recorded, protected, insured, maintained and (where applicable) retired.

The position will oversee the establishment and implementation of an organisation-wide procurement capability that seeks to ensure Bush Heritage's procurement of goods and services upholds the values of sustainability, probity and value for money.

The position will have responsibility for managing Bush Heritage's insurance program including working with our Insurance brokers and the CFO to ensure appropriate coverage for the organisation.

Key responsibilities and duties

The primary responsibilities associated with the role include:

Program establishment and continuous improvement

- Establish and continuously improve the systems, policies and procedures for the effective and safe management of Bush Heritage's assets (including buildings, plant, equipment and vehicles)
- The centralised management and delivery of procurement for major projects, assets and goods and services, and advisory support and guidance for purchasing activities conducted by staff through our regional network
- The leadership or membership of project teams relating to key strategies and initiatives for Bush Heritage and infrastructure projects
- Work directly with Bush Heritage teams throughout Australia and with other central programs (including health & safety, finance, conservation planning, and fundraising) to ensure the effective and safe implementation of the program

Strategic asset management and control

- Develop and periodically update a forward-looking, organisation-wide asset management plan to support the programming of repairs and maintenance (routine and major), additions, improvements, retirement and replacement
- Maintain the accuracy of the fixed assets register including values, descriptions, locations, maintenance and depreciation details
- Develop a program of internal inspections to ensure ongoing compliance with maintenance requirements and other asset management controls
- Support the Finance Manager and external Insurance Broker to ensure all required details (including replacement values, construction materials and dates for applicable assets) are maintained for insurance proposal purposes and support the compilation of materials for relevant insurance claims

Sustainable procurement

- Participate as a key member of Bush Heritage's cross-functional Green Team which champions and advances the sustainability of our operations in accordance with our Sustainability Policy and Sustainability Action Plan (SAP)
- Understand sustainable procurement and encourage and influence these practices throughout Bush Heritage
- Keep abreast of contemporary technologies and innovations relevant to the selection and management of assets, goods and services that would improve the sustainability of Bush Heritage's operations
- Support the development and implementation of plans to upgrade infrastructure on all Bush Heritage reserves to run on 100% renewable energy by 2030
- Assist in the implementation of other approved sustainability initiatives

Procurement of goods and services

- Establish, implement and monitor compliance with an organisation-wide procurement strategy to ensure Bush Heritage's procurement of goods and services including contract management upholds the values of sustainability, probity and value for money
- Understand the supplier and expenditure base of Bush Heritage and implement fair and contemporary procurement processes relating to sourcing, evaluation, supplier selection and supplier relationship management
- Identify, manage relationships with and internally promote suppliers of goods and services through which Bush Heritage can make a positive sustainability impact and benefits to the community -

including but not limited to indigenous-owned businesses or those located in rural and remote communities or those with high Environmental, Social, and Governance (ESG) attributes

- Identify and oversee opportunities for cost savings through centralised supplier relationships, and support the development of strategic and corporate partnerships

Management of insurance program

- Work with our Insurance brokers to provide the information required to ensure appropriate insurance coverage for the group
- Central responsibility for managing the progress of any insurance claims

Project management and support

- Participate in project teams (for example for the construction of new Bush Heritage infrastructure)
- Provide project management capability and skills to assist in the planning, scoping, procurement, management and delivery of key initiatives
- Assist in the development of Bush Heritage's capital program
- Assist in Bush Heritage's prospecting process for new land acquisitions

General

- Comply and participate with OH&S legislation and operate in accordance with established Health, Safety and Wellbeing practices and procedures
- Adhere to Bush Heritage's policies and procedures and relevant legal requirements
- Perform any other tasks, duties and responsibilities appropriate to the position and any other reasonable duties specifically assigned

Qualifications, skills, and selection criteria (used to assess your application)

Essential

1. Demonstrated experience in a multi-site asset management role, including infrastructure experience
2. Proven experience and skills in a centralised procurement and sustainable procurement role
3. Experience with supporting asset insurance programs
4. Project management skills and methodology
5. Well-developed organisational and planning skills
6. Strong stakeholder and supplier relationship management skills
7. High level interpersonal, written, and verbal communication skills with the capacity to communicate with a wide range of stakeholders

Desirable

1. Awareness of and interest in the natural environment
2. Experience in advancing environmental and/or social sustainability of company operations through asset management and procurement practices

Key outcomes for the role

- Bush Heritage teams are effectively supported to maintain operational assets in a safe and secure manner
- Bush Heritage is able to effectively plan for and program the ongoing maintenance, repair, insurance, retirement and replacement of its operational assets
- Bush Heritage significantly improves the environmental and social sustainability of its operations in accordance with its Sustainability Action Plan (SAP)

- Bush Heritage’s procurement of goods and services upholds the values of sustainability, probity and value for money
- Bush Heritage’s key projects including infrastructure are managed and delivered effectively

Policies and workplace practices

Bush Heritage people and managers are responsible for and commit to:

- Using and ensuring adherence to Bush Heritage’s values, policies, and workplace practices.
- Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
- Maintaining a team-oriented environment, managing, and developing staff, and valuing diversity.

Position relationships

Position title of manager	Executive Manager Corporate Services & CFO
Position titles which also report to manager	Finance Manager Legal Counsel ICT Manager Governance Coordinator Paralegal Officer
Titles of positions that report to this position	Volunteer and intern roles as required
Key internal relationships	Healthy Landscape Managers, Field-based staff, Other central program staff
Key external relationships	Consultants Suppliers Insurance Brokers