



Position Description

Manager, Standards and Strategic Procurement

Reports to: Director, Standards and Strategic Procurement

Classification: Permanent Part Time (0.6) - with opportunity to expand in 2023

Context:

The Australasian Fire and Emergency Services Council (AFAC) is the national council for fire, land management and emergency service authorities in Australia and New Zealand, representing 34 member organisations, comprising permanent, part-time personnel and volunteers, totalling 288,000 firefighters and emergency workers. AFAC engages with members through a collaboration model as well as event facilitation, professional development and influencing regulations and standards.

AFAC has a number of business units that facilitate a broad range of activities on behalf of its members. These include professional services, aircraft contract management, cross border deployment of emergency services personnel and other nationally significant activities such as management of the national conference and National Memorial.

AFAC Purpose

AFAC, as the national council for fire and emergency services, supports the sector to create safer, more resilient communities. We drive national consistency through collaboration, innovation and partnerships. We deliver enhanced capability by developing doctrine and supporting operations.

AFAC Values

Respect. We treat each other with fairness and courtesy; valuing diversity of thought, abilities and opinions.

Communication. We are mindful of sharing information so we can all do our job most effectively. We are polite and we listen.

Results. We are focussed on our goals and adding value, delivering the best we can, always aiming for excellence. We take pride in our achievements.

Teamwork. We appreciate each other's work and work together to engender success for everyone.



Primary Purpose of the Position:

The Manager, Standards and Strategic Procurement will have experience in managing complex projects involving a range of stakeholders specifically in projects relating to Personal Protective Equipment (PPE), vehicles and fleet management, equipment, and other fire-fighting resources used by fire and emergency services agencies in Australia and New Zealand.

The Manager, Standards and Strategic Procurement will be responsible for delivery of national priorities for the fire and emergency services sector through the following national AFAC Groups:

- Collaborative Procurement Business Strategy Group
- Personal Protective Equipment (PPE) Technical Group
- Operational Equipment Technical Group
- Fleet Technical Group

This role will also support the Director, Standards and Strategic Procurement in their role on international and domestic standards committees and will need to possess strong communication and advocacy skills. This role is commencing at 3 days per week, with an opportunity to expand the role requirements as the position develops further under the guidance of the Director, Standards and Strategic Procurement.

Key Responsibilities:

Leadership and Management

- Reflect, act and deliver leadership and management values, skills and behaviour in accordance with the AFAC Leadership Capability Framework
- When required, provide:
 - Advice to Board and Council Meetings
 - Support to CEO and the Executive Team
 - Support to Annual Conference, including PD events
- Lead and manage one staff member supporting the delivery of the procurement and standards work program
- Establish and maintain strong relationships with staff across the organisation

Credibility and Advocacy

- Keep abreast of industry developments, trends and emerging issues associated with the groups managed and provide strategic advice to the AFAC CEO and Council where relevant
- Establish and build credibility both internally and externally, portraying a positive image of AFAC

Project Delivery and Group management

- Coordinate and facilitate group meetings, in conjunction with the Chairs (agency representatives), for the following:
 - Collaborative Procurement Business Strategy Group
 - Personal Protective Equipment (PPE) Technical Group
 - Operational Equipment Technical Group
 - Fleet Technical Group
- Develop, in conjunction with member representatives, relevant activities, support, and projects for all associated capability responsibilities of AFAC agencies. Ensure alignment and integration of activities to the AFAC Annual and Strategic Plans
- Ensure group activities and projects are planned and completed efficiently and on time, with appropriate consultation, collaboration and sign off
- Plan, initiate and complete approved projects, reporting to the Director, Standards and Strategic Procurement, AFAC Board and AFAC Council, as determined by the AFAC Annual Plan



- Ensure that other relevant AFAC groups are aware of relevant projects and that other AFAC Directors and managers are kept informed of Group activities
- Coordinate capability input to other AFAC Groups and projects

Communication

- Provide regular updates, briefings and project summaries to AFAC Groups, AFAC Council, AFAC CEO and the AFAC team
- Maintain information flow via AFAC website, meeting summaries, AFAC staff meetings, discussion with other AFAC directors, managers, consultants and via project updates
- Ensure relevant AFAC Website content is relevant and up to date within scope of responsibility

General

- Undertake specific project work, as directed, for AFAC, AFAC Groups or AFAC members as directed by the AFAC CEO
- Manage coordination of the AFAC contingent visit to Interschutz (occurs every 5 years)

Key Relationships:

- Executive Director, Strategy and Performance
- Director, Standards and Strategic Procurement
- AFAC Chief Executive Officer
- AFAC Directors and staff
- Member Agencies
- Government agencies/suppliers/vendors
- Standards Australia
- Relevant manufacturers and suppliers

Key Selection Criteria:

Essential

- Experience in managing complex projects involving a range of stakeholders
- Knowledge and understanding of the PPE, vehicles, equipment, and other fire-fighting resources used by AFAC member agencies
- Ability to research issues as well as develop and implement innovative solutions
- High level negotiation, consultation, and conflict resolution skills
- Proven capacity to build credibility and influence when conveying information to different audiences and be positive, proactive and unbiased in representing AFAC
- Highly developed interpersonal, communication and facilitation skills

Desirable

- Understanding of the Emergency Services Sector and its core objectives

Note: Interstate travel may be required for this role.



Periodical Review

In line with current practice, this position is subject to regular review and amendment as appropriate following consultation with the Chief Executive Officer.

This Position Description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of the organisation.

EMPLOYEE DECLARATION

I,, accept the position as specified above and I am clear of the requirements of my role.

Signed by Employee: Date: