

APPLICANT PACK

Manager Strategic Sourcing

City of Gold Coast



RECRUITING FOR:

CITY OF
GOLDCOAST™

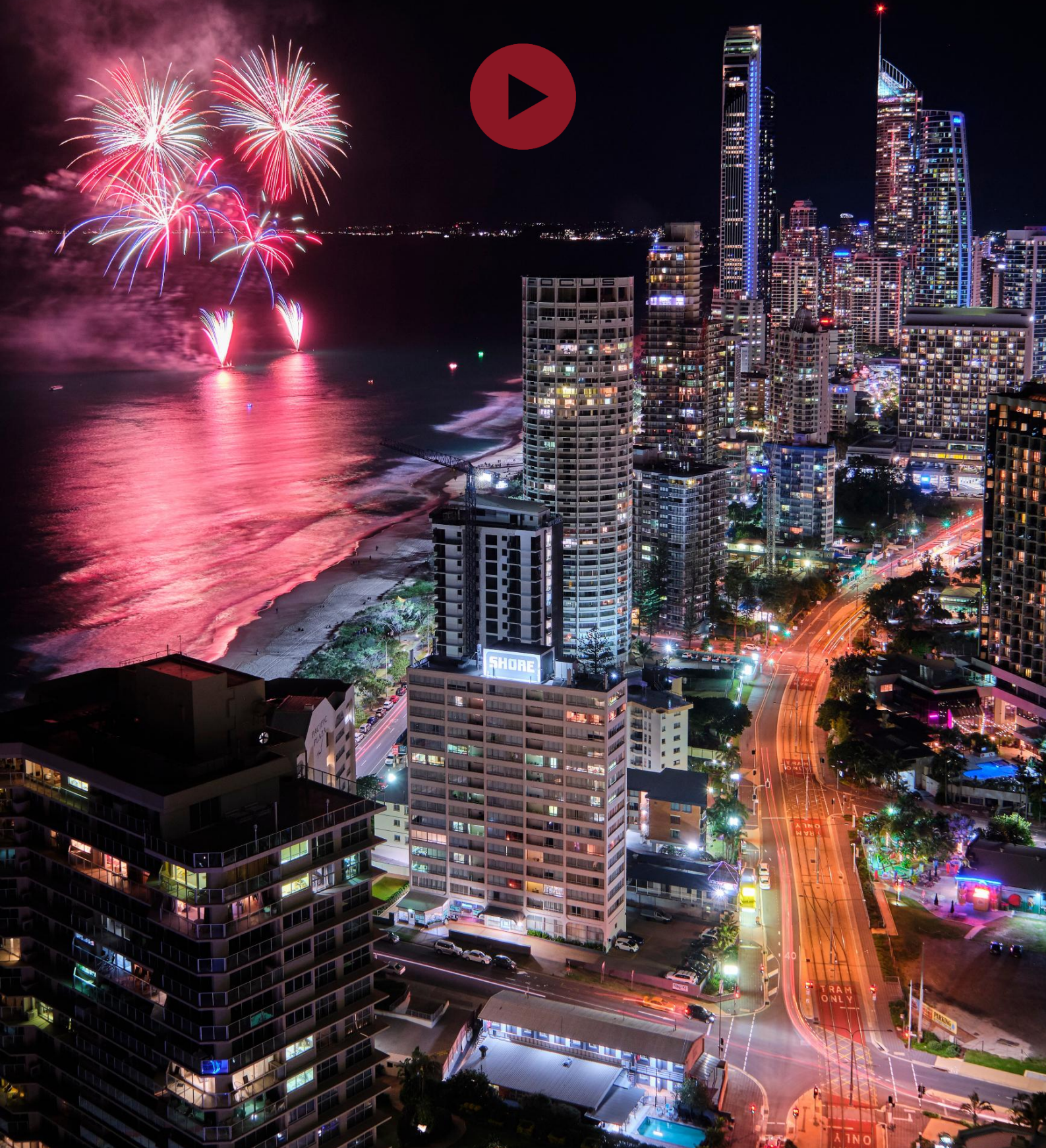
CONTACT

Angie Simmonds
Principal Talent Consultant
Leading Roles

☎ 0476 861 300

✉ angie.simmonds@leadingroles.com.au

Be part of shaping the
future of Gold Coast



Contents

<u>The Role</u>	4
<u>Remuneration and Benefits</u>	12
<u>About City of Gold Coast</u>	13
<u>Living in the Region</u>	14
<u>Recruitment Process and Timeframes</u>	17
<u>Contact</u>	19
<u>Attachment: Position Brief</u>	
<u>Attachment: Organisational Chart</u>	

We respectfully acknowledge the Traditional Owners, the Yugambeh language region of the Gold Coast, as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Opportunity

The City of Gold Coast is undergoing a significant transformation in its procurement function, aligning with best-practice procurement strategies to deliver optimal value for the City's operations and infrastructure projects. As part of this evolution, the role of Manager Strategic Sourcing is critical in challenging the status quo, strategically reviewing procurement practices, and implementing innovative sourcing strategies that enhance efficiency and value for money.

Reporting to the Chief Procurement Officer, this role is responsible for leading a team of 29 staff, driving contemporary contracting approaches, and ensuring sourcing activities align with the City's overarching commercial and operational priorities. The successful candidate will break the mould of traditional procurement by focusing on early contractor involvement, market bundling opportunities, efficiency-driven procurement strategies, and contemporary partnership approaches.

This is an opportunity to create meaningful change, develop forward-thinking procurement solutions, and establish enduring partnerships that drive efficiencies and enhance the City's service delivery.

Role Purpose

The Manager Strategic Sourcing is responsible for reviewing, innovating, and implementing sourcing strategies across goods, services, ICT, and capital works, ensuring alignment with the City's procurement objectives and regulatory requirements. The role requires a creative commercial mindset, strong market intelligence, and the ability to drive supplier performance and innovation while managing risks effectively.



Key Responsibilities

1. Strategic Sourcing Leadership

- Break the mould of conventional procurement by implementing bold and innovative sourcing strategies.
- Strategically review procurement practices to identify efficiencies, optimise bundling opportunities, and drive market competitiveness.
- Shift focus from inputs to outputs, ensuring sourcing strategies deliver maximum value and efficiency.
- Drive early contractor involvement and partnership models to enhance procurement outcomes.
- Improve time to market, time to appointment, and time to deliver value, setting a new benchmark for procurement excellence.

2. Supplier Relationship and Performance Management

- Establish long-term supplier partnerships, fostering collaboration, innovation, and risk-sharing.
- Implement contemporary contracting methodologies that align with industry best practices.
- Explore creative market approaches, ensuring that the City's procurement function remains dynamic and forward-thinking.
- Drive supplier segmentation and performance monitoring, ensuring contracts deliver cost efficiency and service excellence.
- Oversee contract lifecycle strategies, ensuring timely procurement, appointment, and delivery of services.



Key Responsibilities continued..

3. Procurement Governance and Compliance

- Ensure all sourcing activities adhere to legislative requirements, council policies, and probity standards.
- Lead the development of robust sourcing methodologies that enhance governance while fostering agility in procurement decisions.
- Focus on early contractor engagement, ensuring service providers are involved in the planning phases for maximum efficiency and effectiveness.
- Improve time to market for major procurement processes, reducing inefficiencies and enhancing speed to value.
- Implement a strategic review of services, IT, and infrastructure-related procurement activities, identifying areas for bundling and efficiency improvements.

4. Team Leadership and Capability Development

- Lead and manage a team of 29 procurement professionals, ensuring high performance and continuous capability development.
- Foster a culture of creativity, collaboration, and continuous improvement within the strategic sourcing team.
- Provide coaching and mentorship, ensuring staff have the tools and expertise to execute modern procurement strategies.
- Ensure procurement functions align with the City's High-Performance Principles, driving efficiency, innovation, and accountability.

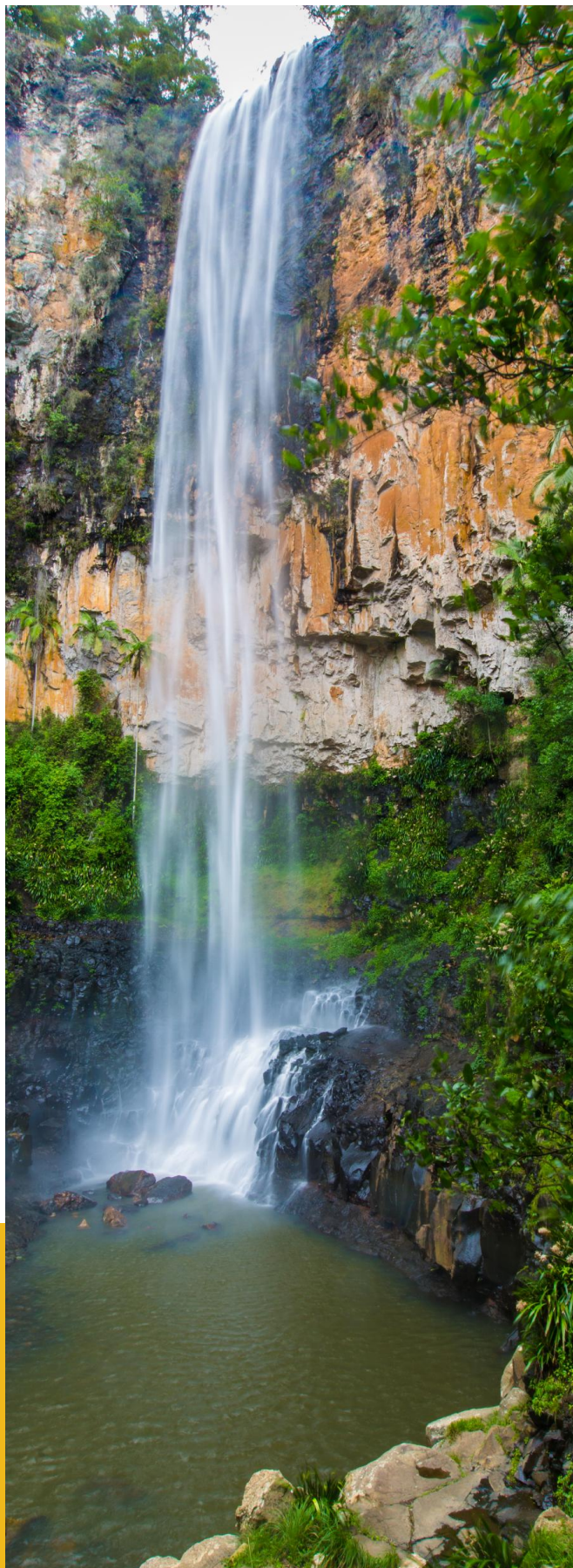
Key Working Relationships


Internal Stakeholders

- Chief Procurement Officer
- General Managers and Senior Leadership Team
- Project Managers, Finance, and Legal Teams
- Contract Management and Procurement Capability Units

External Stakeholders

- Suppliers and Contractors
- Federal and State Government Agencies
- Industry Bodies and Community Organisations
- Other Local Governments and Procurement Networks





Key Challenges and Opportunities

Challenges

- Strategically reviewing existing procurement processes, identifying gaps and inefficiencies.
- Driving supplier innovation and long-term commercial benefits while maintaining compliance with procurement regulations.
- Balancing cost efficiency, quality, and risk mitigation within sourcing strategies.
- Managing expectations from multiple internal stakeholders, ensuring procurement decisions support broader City objectives.

Opportunities

- Leading a transformational sourcing strategy, embedding best-practice procurement methodologies across the organisation.
- Strengthening supplier partnerships to drive cost efficiencies, innovation, and long-term value.
- Leveraging market intelligence and analytics to optimise sourcing decisions and procurement outcomes.
- Contributing to major procurement initiatives linked to the 2032 Olympic and Paralympic Games, ensuring sourcing strategies align with global best practices.



Success Measures

The successful candidate will be expected to demonstrate the following within the first 12-24 months:

- Development and implementation of a high-impact strategic sourcing framework, ensuring measurable cost savings and efficiencies.
- Strong improvements in supplier relationship management, leading to enhanced contract performance and risk mitigation.
- Successful consolidation of the supplier base, ensuring procurement efficiencies and improved service delivery.
- Strengthened internal stakeholder engagement, ensuring sourcing activities align with operational requirements and strategic objectives.
- Implementation of robust procurement governance measures, ensuring compliance with all legislative and policy requirements.



Qualifications, Skills & Attributes

Essential Qualifications

- Bachelor's degree in Business, Procurement, Supply Chain Management, or a related field.
- Extensive experience in strategic sourcing, supplier relationship management, and procurement governance.
- Strong expertise in early contractor involvement, partnership-based contracting, and contemporary procurement methodologies.
- Proven ability to develop and implement sourcing frameworks within large, complex organisations.
- Strong knowledge of contract law, commercial negotiations, and risk management in procurement.
- Demonstrated experience leading multi-disciplinary teams and driving high-performance procurement cultures.
- Exceptional stakeholder engagement skills, with the ability to influence and drive value-for-money procurement outcomes.

Desirable Qualifications

- Postgraduate qualification in Procurement, Business Administration, or Contract Law.
- Membership with a recognised procurement body, such as Chartered Institute of Procurement & Supply (CIPS).
- Experience in government procurement and large-scale sourcing initiatives.

Note: You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.



Selection Criteria

1. Demonstrated ability to develop and implement innovative sourcing strategies that drive efficiency, cost savings, and supplier collaboration.
2. Proven experience in building and maintaining strong relationships with suppliers, internal stakeholders, and external agencies to optimise procurement outcomes.
3. In-depth knowledge of procurement legislation, risk management, and contract governance to ensure compliance with regulatory and policy requirements.
4. Strong leadership experience in managing and mentoring multi-disciplinary procurement teams to foster high performance and continuous improvement.
5. Ability to leverage market insights, data analytics, and negotiation skills to deliver best-value procurement solutions aligned with organisational objectives.



Remuneration and Benefits

The City of Gold Coast offers generous employee benefits including flexible work options to enhance work and life balance, generous superannuation and a social club. To find out more about employee benefits [click here](#).

The City of Gold Coast offers an attractive remuneration package, including:

- Salary: \$189,000
- Car Allowance: \$30,000 per annum
- Superannuation contributions in accordance with government standards.
- Professional development opportunities, including access to procurement certifications and leadership training.
- Flexible work arrangements, supporting work-life balance.
- The opportunity to lead high-profile procurement initiatives, contributing to the City's long-term procurement transformation strategy.

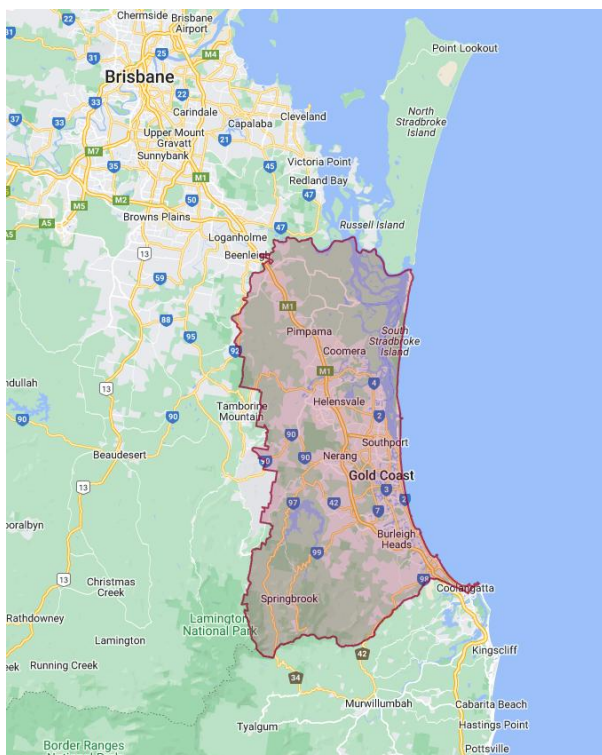
The Manager Strategic Sourcing role is an exciting opportunity for a procurement leader to shape the future of sourcing strategies, supplier management, and procurement governance within the City of Gold Coast. This position requires a highly skilled commercial strategist who can balance cost efficiency, risk management, and quality assurance, ensuring procurement activities deliver value for the City.

If you are a dynamic and commercially minded procurement professional with a strong track record in strategic sourcing, supplier negotiation, and team leadership, we encourage you to apply and be part of this transformative journey.



About Council

The City of Gold Coast is the second largest local government in Australia and serves a community of approximately 650,000 residents. The council employs around 4,500 staff and has an annual budget of \$2.2 billion.



The City of Gold Coast is divided into fourteen (14) divisions and encompasses the entire Gold Coast region which stretches along the southeastern coast of Queensland. The region includes diverse communities such as Surfers Paradise, Broadbeach, Burleigh Heads, Coolangatta and many others.

The region is known for its vibrant tourism industry, beautiful beaches and a growing population, currently estimated at 647,824 residents (2022).

The City of Gold Coast covers an area of more than 1,400 square kilometres with commercial and urban development, over 55 kilometres of beaches, more than 270 kilometres of navigable waterways and a world heritage forest.

The council plays a crucial role in fostering economic growth and development in the region. It supports local businesses, promotes tourism, attracts investment, and works to create employment opportunities.

The Gold Coast has a diverse economy, with sectors such as tourism, hospitality, construction, education, health, and professional services playing significant roles.

Links to Council Information





Living in the Region



Housing

Housing on the Gold Coast is diverse, offering a range of options to accommodate the needs and preferences of its residents. Property prices can vary significantly depending on factors such as location, property type, size, and proximity to amenities. Beachfront and waterfront properties, as well as those in highly sought-after suburbs, tend to command higher prices.



Educational Facilities

The City of Gold Coast is well-serviced by both state and private school facilities, there are more than 100 schools throughout the region. For those wishing to further their education, there are three universities and several Queensland TAFE campuses along with other independent tertiary education facilities all located throughout the City of Gold Coast.



Healthcare

There are excellent medical facilities in the region with both public and private hospitals readily available including Gold Coast University Hospital, Robina Hospital and the Varsity Lakes Day Hospital. The region is home to medical centres, private health centres, dental practices, aged care facilities and other traditional and non-traditional medical practitioners.



Living in the Region



Shopping & Dining

The City of Gold Coast is abundant with shopping choices, from major shopping centres to quaint boutiques and art galleries. The dining is second to none in the region, with fresh local produce and dining options ranging from fast food and cafe dining to 5-star restaurants.



Sports & Recreation

The Gold Coast City is spoilt for choice with excellent sports and recreational facilities, and many sporting clubs in the region including football, netball, soccer, rugby union and tennis to name a few. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local beaches, national parks and local waterways.



Getting Around

Gold Coast City is located approximately 1 hour and 15 minutes south of Brisbane and 41 minutes north of Tweed Heads by road. Located in the suburb of Coolangatta, the Gold Coast Airport is the primary airport serving the region. It is situated close to the Queensland-New South Wales border and is approximately 25 kilometres south of Surfers Paradise. The airport offers domestic and international flights, connecting the Gold Coast to various destinations within Australia and overseas.

Destination Gold Coast



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the [Selection Criteria](#)



Evaluation Process

Leading Roles and City of Gold Coast will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. City of Gold Coast may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.

Following the selection of a preferred applicant the City will require further checks including reference checks, criminal history and medical assessments.



Indicative Timeframes



Applications Open

- Week Commencing Monday 10 March 2025



Applications Close

- 5:00 pm Monday 31 March 2025



Initial Assessment

- Week Commencing 31 March 2025



Council Interviews

- Week Commencing 7 April 2025

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



ANGIE SIMMONDS

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue- and white-collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

📞 0476 861 300

✉️ angie.simmonds@leadingroles.com.au

🌐 [leadingroles.com.au](https://www.leadingroles.com.au)

Client Rating



Candidate Rating





ATTACHMENT

Position Brief

Manager Strategic Sourcing

OS677

Department name	Branch name	Position classification	Position location	Number of direct reports	Line manager position title
Business Services	Chief Procurement Office	Manager	Bundall	4	Chief Procurement Officer

Position Overview

The Manager Strategic Sourcing is responsible for developing the procurement sourcing function through stakeholder guidance and relationship management, risk management and procurement leadership.

The role will manage a team of approximately 29 staff and report to the Chief Procurement Officer.

The position will keep abreast of market trends and developments in respect of procurement to inform strategic procurement planning and decision-making.

Key working relationships

- The Manager Strategic Sourcing will work closely with the Chief Procurement Officer and the Senior Leadership Team providing strategic sourcing advice, guidance and solutions.
- The incumbent will liaise with internal stakeholders from across the organisation as part of driving optimal Procurement outcomes for the City
- The incumbent will liaise with various external stakeholders including but not limited to:
 - General public, residents and ratepayers
 - Federal and State Government Departments and Agencies
 - Other Local Governments and Boards
 - Businesses, Private Enterprise
 - Relevant Community Groups and organisations
 - Contractors and Consultants



Department name	Branch name	Position classification	Position location	Number of direct reports	Line manager position title
Business Services	Chief Procurement Office	Manager	Bundall	4	Chief Procurement Officer

Roles and responsibilities

- Accountable for a Business Unit comprised of approximately 29 staff who are responsible for sourcing the City's Goods, Services, ICT and Capital Works requirements.
- Lead Multi-Disciplinary Teams to deliver exceptional **procurement** services and foster innovative and collaborative relationships with key suppliers.
- Build and manage strategic supplier relationships through innovation, risk sharing and collaboration.
- Implement **contractual arrangements** that realise the lowest total cost of ownership, value, and quality using market research, supplier evaluation and negotiation to meet organisation objectives.
- Drive high safety and wellbeing awareness and a culture of care and respect for the work environment.
- Develop and Identify innovative approaches for sourcing Goods, Services, ICT and Capital Works.
- Negotiate commercial terms to deliver best value and best outcome solutions.
- Consolidate the supplier base through negotiating appropriate commercial supplier arrangements and/or strategic partnerships.
- Achieve defined cost savings and other value add initiatives.
- Provide sourcing advice to internal teams and senior leaders surrounding sourcing approaches, supplier selection and tender specifications.
- Implement initiatives to ensure all activities undertaken by the business unit reflect the organisations High-Performance Principles.
- Create, establish and oversee robust methodologies, processes and standards that comply with council policy and probity requirements, ensuring high-quality supply outcomes.
- Deliver agreed levels of service provision having regard to legislative requirements, council policy, current industry and best practice.
- Develop and communicate business unit service plans.
- Plan, organise, coordinate and ensure achievement of results, through appropriate management and development of business unit human resources and management of the business unit budget.
- Demonstrate mature judgment, analytical, evaluative and/or constructive thinking in ensuring business unit interests and issues (particularly those of a critical nature) are appropriately addressed.
- Maintain up to date, thorough and comprehensive knowledge of relevant legislation (statutory and regulatory requirements), policies and procedures as they relate to the Business Unit.



Manager Strategic Sourcing

OS677

Competencies

Mandatory qualifications / requirements

Competency	Competency definition	Level	Level definition
Leading People	Lead people to build a positive and productive organisation aligned to or City Vision	Managerial	Develop leaders at all levels, creating and maintaining a leadership and development culture and promoting performance partnering.
Influencing and Partnering	Build internal and external relationships, developing connections that shape our future	Tactical	Builds and sustains long-term professional and strategic relationships with key stakeholders. Shapes peoples' thinking by discussing ideas, practices and decision, both prospectively and retrospectively. Provides advice and guidance on best practice.
Executing Vision	Understand and develop strategic direction, exercising decision-making that delivers the City Vision	Managerial	Shape the organisation's vision through plans and projects that deliver priority outcomes.
Business Acumen	Understand, plan and apply commercial processes in order to optimise value, mitigate risk and maximise results	Tactical	Uses technical knowledge and understanding of business functions and operations to ensure services are effectively and efficiently delivered. Identifies opportunities and, makes recommendations, to improve business systems and processes
Good Governance	Maintain a holistic perspective, understanding and applying policy, legislation and contemporary systems and processes	Managerial	Promotes a culture of quality, efficiency and awareness to ensure compliance, contemporary processes and competitive service.
Portfolio Management	The centralised management of one or more portfolios, which includes identifying, prioritising, authorising, managing, and controlling projects, programs and other related work to achieve specific strategic business objectives.	Managerial	Delivers services and links programs of work to the overarching strategies for a Branch. Comprehensively applies portfolio management methodology for internal function of a Branch.

- Bachelor Degree in Business, Procurement or equivalent
- Demonstrated strategic sourcing experience and supplier relationship management, preferably in large government or corporate environments
- Comprehensive understanding (or the ability to acquire) of the City's strategic business requirements and legislative requirements as they related to procurement
- Proven capability to contribute to and successfully participate in service and capability improvements in a large, diverse organisation
- Proven leadership experience within a multi-disciplinary organisation including the ability to develop and motivate staff, provide expert advice, and establish and monitor outcomes and procedures
- Strong interpersonal skills with effective communication and negotiation skills to establish and maintain effective relationships with suppliers and internal stakeholders, to drive continuous improvements that result in value for money outcomes for the City.
- Strong analytical, problem solving and investigative skills with the ability to implement, monitor and evaluate strategies, policies and methodologies that will deliver value to Council
- A demonstrated commitment to safety from both a leadership and personal perspective





ATTACHMENT

Organisational Chart



Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT
[LEADINGROLES.COM.AU](https://www.leadingroles.com.au)

