

Director Procurement (Chief Procurement Officer)

Reporting to the General Counsel and Executive Director, Commercial, Legal, Assurance & Governance, the Director Procurement (Chief Procurement Officer) will be responsible for leading the goods and services procurement function for the Victorian Infrastructure Delivery Authority (VIDA) including its four Project Offices. This includes leading the procurement function through a period of significant organisational change, into a centralised model. The Director Procurement (Chief Procurement Officer) is responsible for the ongoing delivery of VIDA's goods and services procurement strategy, framework, and underlying policies and processes that adhere to legislative, probity, and compliance requirements, while driving the best value for VIDA. With a focus on service delivery to internal stakeholders, risk management and continuous improvement, the Director Procurement (Chief Procurement Officer) plays a key role in supporting VIDA's strategic goals.

Position Details

Position Title:	Director Procurement (Chief Procurement Officer)
Classification:	SES2
Salary Range:	TBC
Work Location:	121 Exhibition Street, Melbourne 3000
Employment Type:	Part Time / Full Time – Maximum fixed term, up to three (3) years
Hybrid Work Model:	VIDA prides itself on the flexibility to balance work and life commitments. The current hybrid model allows for full-time employees to work three days in office and two days from home. The nature and scope of the flexible options will depend on the requirements of the position and FTE. For further details, please contact the representative listed below.
Further information:	Josh Miller – General Counsel / Executive Director, Commercial, Legal, Assurance & Governance

About the Victorian Infrastructure Delivery Authority

The Victorian Infrastructure Delivery Authority (VIDA) is a specialist project delivery organisation, responsible for delivering the biggest transport and health infrastructure program in Victorian history.

This includes more than 200 projects such as the Metro Tunnel, North East Link, West Gate Tunnel, removing level crossings, new and upgraded hospitals in Footscray, Frankston and Warrnambool, and specialist programs such as the early parenting centres expansion and upgrade program.

The unprecedented program of works brings together expert skillsets to deliver crucial health and major transport projects, and ensure that operations are streamlined and efficient while delivering better outcomes for Victorians.

Led by the Director-General, VIDA is comprised of the four project offices Major Road Projects Victoria, Level Crossing Removal Project, the Metro Tunnel Project and the Victorian Health Building Authority.

VIDA is established as an Administration Office under the Public Administration Act 2004 as a specialist organisation.

The Minister for Transport Infrastructure is the responsible Minister for major transport projects, while the Minister for Health Infrastructure is the responsible Minister for health projects.

Why work with us

Employees working within the VIDA have access to a wide range of opportunities, with an extensive range of career and capability development programs designed to develop people and teams. We want you to grow, develop and learn with us. We want your work to provide you with a strong sense of purpose and achievement. Our aim is to build a safe and trusting environment that values and pursues a strong sense of wellbeing providing a strong platform for productivity, continuous development, and high performance.

Key Accountabilities

1. Lead the transition to a centralised procurement function for VIDA and its Project Offices, embedding operating models that ensure efficient and consistent procurement processes for goods and services. This includes coordinating the integration of procurement functions, developing standardised procurement procedures, implementing consistent reporting and compliance frameworks, and driving alignment across VIDA's Project Offices.
2. Lead the development, maintenance, and continual evaluation and revision of the VIDA goods and services procurement and category management strategies with associated framework, policies, templates, and business processes such that they: a. comply with VGPB supply policies and legislative, probity and integrity requirements; b. recognise the varying commercial, contractual, and operational aspects of the VIDA goods and services supply chain and manage these to deliver measurable value for money to VIDA and its Project Offices; and c. identify and evaluate opportunities for innovation that streamline and build positive engagement with the VIDA goods and services supply market.
3. Lead and inspire a team, both located within VIDA Services and embedded within VIDA's Project Offices, ensuring alignment and collaboration across all areas. Foster a high-performance culture and continuous improvement. Provide coaching and mentoring to develop and enhance team capability in relation to goods and services sourcing and category management activities, aligning procurement capabilities with business requirements and priorities.
4. Design and lead reporting activities and document management required to support the Director-General in acquitting his accountabilities and responsibilities as they relate to goods and services procurement, including: a. ongoing evaluation of business outcomes and supply chain performance; b. thorough monitoring of compliance obligations, including with respect to probity and integrity requirements; and c. ensuring accurate and complete information is readily available to assist VIDA stakeholders in their decision-making.
5. Encourage, build, and sustain productive and credible working relationships across an array of VIDA stakeholders including VIDA Project Offices, government departments and strategic suppliers to: a. explore options to continually improve sourcing solutions and category management performance and maximise value for money; and b. advocate for VIDA and its Project Offices in portfolio and whole-of-government forums.
6. Provide high-level leadership in procurement, ensuring alignment with organisational objectives and industry best practices. Oversee procurement advisory and governance, sourcing strategies, category management, and supplier engagement to drive value and efficiency. Establish and implement best-practice procurement frameworks that enhance supplier relationships, optimise cost savings, and improve procurement outcomes. Leverage data analytics to provide actionable insights, inform strategic decision-making, and identify opportunities for process improvements. Proactively engage with stakeholders to ensure procurement strategies align with business priorities, risk management frameworks, and compliance requirements.
7. Provide expert evidence-based advice and make meaningful contributions as a member of the Commercial, Legal, Assurance and Governance executive group: a. in the planning and development of broader VIDA strategic initiatives and priorities and translating these broader objectives into meaningful and actionable strategies and plans for the goods and services procurement function; and b. in the interpretation and application of relevant legislation, policy, and other guidance relevant to goods and services procurement.

Key Selection Criteria

1. Leadership and Influence: Demonstrated success in leading a multi-disciplinary commercially-focused function, ideally within a Government context. This will include:

- a. leading a major functional team across a large complex organisation, with a track record of developing and aligning capability to business needs; and
- b. leading and overseeing organisational change and large-scale transformation strategies, initiatives and programs.

2. Collaboration and Stakeholder Engagement: Demonstrated customer focus, with an ability to effectively influence, cooperate and negotiate with a broad range of senior stakeholders and balance innovation, value and compliance obligations when settling procurement strategy, policy and related matters. A track record of developing a shared vision and delivering tangible and measurable outcomes in a complex multi-stakeholder environment.

3. Drive for Results: Driven to lead ongoing improvements in functional performance through opening up new ways of seeing procurement and identifying opportunities for improvement. A critical thinker, pragmatic and results orientated with an ability to work at a high level of delegated authority and to make agile, confident and evidence based decisions that consider costs and benefits and create value.

4. Holistic approach: A keen sense of priorities with the ability to achieve pragmatic outcomes in a complex, multi-faceted environment with competing drivers.

5. Subject Matter Expertise: Recognised subject matter expert in procurement and related disciplines, preferably in an infrastructure focused environment and with extensive executive level leadership and management experience in:

- a. designing, implementing, managing, monitoring and continually evaluating and revising strategies, policy, governance and risk management frameworks; and
- b. communicating and engaging with staff at different levels using various mediums, systems and documentation to clearly articulate and communicate key messages.

6. Values: Promotes a culture of service excellence and collaboration that engages and motivates staff. Leads by example and actively supports the team with respect to:

- a. demonstrating and maintaining the highest standards of accountability, probity and integrity;
- b. exercising sound judgement, attention to detail and transparency of decision making; and
- c. being responsive and respectful in interactions with all staff and stakeholders.

Qualifications and Mandatory Requirements

Relevant tertiary qualification in related discipline and/or extensive industry experience.

Flexible Working

VIDA is committed to shaping our future workplace and workforce to enable us to thrive in the hybrid working environment. In consultation with managers, our employees are able to balance individual preferences with the needs and obligations of colleagues and the organisation. VIDA has moved to a default starting point of employees working three days per week in the office if employed on a full time basis (prorated if part time), instead of five. The nature and scope of the flexible options will depend on the requirements of the position.

Other Relevant Information

How to apply

Applications including a resume and covering letter are to be submitted online by visiting www.careers.vic.gov.au.

Applications after the closing date will not be accepted.

Employment Eligibility

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa. Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply. Non VPS applicants will be subject to a probation period of six months. This position is subject to [pre-employment screening](#), which includes a National Police Records Check and Qualification Check that will require 100 point proof of identity.

Equal Opportunity Employer

VIDA is an equal opportunity employer and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for all positions. Reasonable adjustments for a successful candidate with disabilities will be offered, on request.

Professional Obligations

Successful candidates will be inducted to their crucial role as a public servant by fulfilling VIDA's mandatory training obligations and responsibilities under the [Public Administration Act \(2004\)](#), [Occupational Health and Safety Act \(2004\)](#), [Privacy and Data Protection Act \(2014\)](#), Victorian Public Sector Commission policies, and Closing the Gap National Agreement.

Agreement/Award Coverage

Employment with VIDA is subject to the terms and conditions outlined in the [Victorian Public Service Enterprise Agreement 2024](#) (the VPS Agreement) or for Senior Executive Service classified positions, the [Public Administration Act 2004](#).

[Maximum fixed term contracts are permitted in circumstances described in section 17.3 of the VPS Agreement. VIDA is a capitally funded Administrative Office in relation to the Department of Transport and Planning and engages its workforce to deliver specific projects and programs for defined and finite time periods.](#)

The length of the maximum fixed term contract is specified at the top of this Position Description and may be subject to change based on changes to approved project pipeline.

Code of Conduct

All employees are required to comply with the [Code of Conduct for Victorian Public Sector Employees](#).

Privacy Notification

Your consent will be sought to share your employment information across VIDA and other government delivery agencies for the purpose of mobilisation as the VIDA project

pipeline changes. This information includes personal information such as your name, contact details, position title, VPS grade, remuneration information, employment records (such as your PDP and performance outcomes), and any other information provided by you in your CV.

Your information will be managed in a confidential manner in accordance with VIDA's Privacy Policy and Employee Information Privacy Controls Policy, the [Department of Transport and Planning's Privacy Policy](#); [the Privacy and Data Protection Act 2014 \(Vic\)](#), [Information Privacy Principles](#), [the Health Records Act 2001 \(Vic\)](#), [the Health Privacy Principles](#) and the [Victorian Protective Data Security Standards](#).

Mobility

As part of this role, you may be required to travel to different locations and/or to be relocated at any time to a different work or work location within Victoria, to meet operational requirements and/or to support a team.

Safety and Wellbeing

VIDA is committed to support the safety and wellbeing of employees. VIDA assists employees to maintain their health and safety by providing training and safety systems and by offering a wellbeing program. VIDA recognises that employees are critical to its ability to deliver business outcomes and understands that a holistic approach is required in engaging, satisfying and retaining its employees.

Diversity @ VIDA

At VIDA, 'diversity' includes all the ways in which employees differ, and the valuable contribution that all these differences bring to VIDA. The strength of the organisation is in the innovation and the diversity of its employees. VIDA's broad diversity program enables it to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer connection, increased wellbeing and satisfaction, and the ability to attract and retain talented people during times of economic change.

Learning and Development

We want you to grow, develop and learn with us. VIDA provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. VIDA also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plans aim to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options such as working from home, flexible working hours and generous leave provisions including Purchase Leave.