

Procurement Lead – Major Projects

Classification	Band 5 - (3 year fixed term)
Team	Major Projects
Reporting to	Manager Commercial Services
Location	Office Based at Bridge St Bendigo
Effective Date	28 October 2025

Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

Position overview

The vision for the Major Projects Department is to deliver an integrated, sustainable, reliable, and future proofed major projects across the Coliban Water portfolio. As the Procurement Lead for the Major Projects Department, your role will be focussed and responsible for successfully driving the Procurement function, including:

- Leading end-to-end procurement processes for the Major Projects Department – including being responsible for stakeholder engagement (internal & external) and the provision of direct advice, identification and management of purchasing risks, and supplier opportunities.
- Providing procurement leadership, expertise and support to the team that supports project managers throughout the project management lifecycle.
- Responsible for leading comprehensive procurement management, to ensure compliance, accountability, and optimal project performance
- Provide support and expert advice to the Executive Manager of Major Projects, Program Director and Project Managers and take the lead on providing advisory services to stakeholders.
- Engage with key program and project management personnel to provide leading practice advice, delivery and insight on their procurement needs and activities.
- Own the requirements of the Coliban Water Procurement Framework, Government Policies and reporting requirements for the Major Projects Department.
- Actively assist with the delivery of transformational change across procurement requirements as part of Coliban Water's Big Water Build.
- Build and maintain strong business relationships with stakeholders including within the organisation and external suppliers, partners, and customers.
- Manage the requirements of Victorian Government Procurement legislation, frameworks, strategies, policies and procedures relevant to Coliban Water, including:
 - Department of Treasury and Finance / Buying for Victoria
 - Victorian Government Purchasing Board (VGPB) procurement framework
 - The Project Development and Construction Management Act 1994 (PDCMA) and associated Ministerial Directions and Instructions for Public Construction
 - Supplier Code of Conduct
 - Department of Jobs, Skills, Industry and Regions
 - Local Jobs First (including Major Projects Skills Guarantee)
 - Department of Government Services
 - Social Procurement Framework (including Building Equality Policy)
 - Recycled First
 - Commonwealth Modern Slavery Act
 - Others, as applicable

Position dimensions

Capital and expenditure budget	In accordance with the Major Projects Capital Program
Authorities/delegations	Please refer to the Financial Delegations Policy
Number of reports	N/A
Internal working relationships	All Coliban Water management and staff, including Coliban Water Contractors
External working relationships	Consultants, Strategic business partners, contractors, State Government (DEECA, DTF) Purchasing team
Other	

Key result areas

Procurement Delivery

- Lead and manage the development, implementation, and application of sustainable procurement strategies, technology solutions, and other practices.
- Manage end-to-end procurement, including go-to-market activities, contract preparation, execution, and financial auditing to drive commercial, environmental, and social outcomes.
- Oversee, advise, and upskill the Major Projects teams on efficient procurement processes, emphasising compliance.
- Ensure the highest ethical standards in procurement, with strong adherence to trademark behaviours, safety, and wellbeing.
- Responsible for compliance monitoring and reporting processes, including:
 - Ownership and accountability of Procurement requirements across the Major Projects Department.
 - Regular commercial reviews of tender documentation, development and evaluation.
 - Identifying and reporting potential probity risks, with proposed solutions.
 - Develop and coordinate monitoring and reporting processes for all applicable procurement requirements as mandated by the Victorian Government and other relevant bodies to meet Annual Reporting requirements.
 - Develop procurement plans in collaboration with Project Managers and teams to ensure program, projects, and contractors are managed.
 - Provide technical reviews of individual project designs, documentation, and implementation plans.
 - Reviewing comprehensive project briefs and technical specifications to ensure adherence to Procurement requirements.
 - Compiling tender and contractual documentation that complies with Procurement Framework and compliance requirements.
 - Analysing stakeholder submissions with detailed insights.

Resource Management

Play a key role in assisting project managers to ensure all project resources are managed efficiently and effectively by:

- Independently managing a broad range of external resources, including advisors, consultancies, ensuring financial accountability.
- Providing professional advice, leadership, and guidance to less experienced engineers and staff, with a focus on compliance and best practices.

Performance level (complete using performance level descriptions)

Action and accountability	This key leadership role is responsible owning the Procurement workstreams for the program whilst also providing expert advice and sound recommendations within the constraints of policy guidelines, professional standards, process and procedure. This role is a key part of the management team and responsible for decision making, identification of key risks and the successful delivery of the program. This position is highly specialised and experienced in its field.
Judgement and problem solving	This role will make decisions through following established procedures and learned process whilst utilising specialised industry best practice. However, due to the dynamic and complex work environment, there is also the requirement to depart from adapted practices and apply inventiveness and/or assess a range of options for implementation. There is a focus on developing more effective and efficient work practices across the program (where possible). Problem resolution is a key feature of this role and there will be the requirement to develop innovative methods and approaches when designing solutions.
Specialist knowledge and skills	Proven and highly skilled Procurement management experience. This role will be required to work closely with the senior leaders from across Major Projects on simple to highly complex projects to ensure the objectives of the program and projects are achieved, including operational. Strong financial background and analytical skills is also required.

	<p>Ten plus years of experience in procurement activities. Proven experience with leading and managing transactional and procurement activities in excess of \$20 million dollars. Knowledge of relevant legislation and standards such as</p> <ul style="list-style-type: none"> • Department of Treasury and Finance / Buying for Victoria • The <i>Financial Management Act 1994</i> (FMA) and associated Standing Directions and Instructions • Victorian Government Purchasing Board (VGPB) supply policies • The <i>Project Development and Construction Management Act 1994</i> (PDCMA) and associated Ministerial Directions and Instructions for Public Construction • Supplier Code of Conduct • Department of Jobs, Precincts and Regions: • Social Procurement Framework • Local Jobs First Policy • The Commonwealth Modern Slavery Act 2018 • Others as applicable. <p>Enterprise system knowledge including Microsoft Office, Oracle (desired) and Ansarada (desired). Analytical skills: the ability to analyse data, identify trends and potential problems and recommend solutions.</p>
Interpersonal skills	<p>This role is responsible for all deliverables across Major Projects and requires highly effective negotiation skills and the ability to explain complex commercial concepts to influence commercial outcomes. The role will be required to and have the ability to gather information and collaboratively design and develop solutions/recommendations with key stakeholders.</p>
Leadership level	<ul style="list-style-type: none"> • Lead self: Core skills demonstrating initiative, collaboration and communication.
Qualifications and experience	<p>Extensive skills and experience (ten plus years) procurement services. Proven experience with managing the procurement requirements of transactions above \$20 million dollars. Relevant tertiary qualification in commerce, finance, economics, business management, law, or related discipline.</p>

Shared goals

Health safety and wellbeing	<p>Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.</p>
Environmental stewardship	<p>Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.</p>
Victorian public sector values	<p>You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.</p>

Assessments and further requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay on occasion.
- You may be required to perform additional or supplementary duties from time-to-time consistent with your skills, training, qualifications, and experience.

- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- Proven specialised experience (at least 10 years) in commercial, procurement, and supplier management.
- Comprehensive knowledge of Victorian Government procurement requirements and practical experience integrating them into a business and/or experience developing and implementing business processes and improvements for procurement.
- Proven experience with managing procurement of transactions above \$20 million dollars.
- Strong analytical skills with an ability to solve complex problems and think laterally to ensure objectives are achieved.
- Depth of knowledge of Victorian Government Procurement Policies with a demonstrated history of ownership of the Policy requirements.
- Ability to communicate complex information into understandable insights and advice.
- Strong communication and negotiation skills with an ability to influence internal and external stakeholders.
- Ability to work autonomously and under limited supervision, contributing to team objectives and operating environment