

# POSITION DESCRIPTION

## OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

## OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	<b>Procurement Business Partner</b>
POSITION NUMBER	<b>1M059</b>
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Group Executive, Finance and Corporate Services
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	SQ Employment Contract
CONTACT INFORMATION	Craig Neal - Group Executive, Finance and Corporate Services Phone: (07) 3008 6100 Email: <a href="mailto:craig.neal@stadiums.qld.gov.au">craig.neal@stadiums.qld.gov.au</a>
VACANCY REFERENCE #	SQ37/25
CLOSING DATE	Friday, 22 August 2025

## THE POSITION

The Procurement Business Partner is a key senior position that is required to provide oversight, expertise, training and partner with procurement owners across Stadiums Queensland (SQ) to facilitate the acquisition of goods and services in an efficient and cost-effective manner consistent with Queensland Government procurement requirements.

## WORK ENVIRONMENT

The Procurement Business Partner works within the Finance and Corporate Services Group. Whilst primarily based within Corporate Office, the role is required to build and maintain strong working relationships across the organisation and as such, may require travel to other SQ venues or offices.

## ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

## KEY ACCOUNTABILITIES

- Implement and oversee SQ's Procurement Framework including policies and procedures.
- Partner with procurement owners across the business by providing expertise, training, advice in completing procurement activities.
- Champion SQ's end to end procurement processes to ensure fit for purpose and value for money outcomes.
- Provide advice to procurement owners in the preparation for tendering e.g tender documents or accessing Standing Offer Arrangements.
- Provide advice to procurement owners regarding ongoing contract management requirements including appropriate performance measurement areas to be considered at the commencement of a procurement activity.

- Provide advice and support to the Group Executive, Finance and Corporate Services, senior management and the Board in the in the areas relevant to the position as required from time to time.
- Maintain positive relationships with key internal and external stakeholders.
- Implement, review and maintain policies and procedures for all areas of responsibility in compliance with applicable legislation and standards, and facilitate organisational efficiencies and to minimise risk.

### MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Tertiary qualification in a related discipline (e.g. Business/Business Administration, Supply Chain Management, Procurement) or equivalent
- Minimum 5 years' experience in implementing purchasing and procurement strategies or similar.

### KNOWLEDGE, SKILLS AND EXPERIENCE

#### ESSENTIAL

- Ability to work autonomously and in a team.
- Strong relationship building and customer centric focus.
- Strong negotiation and conflict resolution skills.
- Demonstrated analytical mindset with attention to detail.
- Demonstrated continuous improvement capability.
- Excellent written and verbal communication skills.
- High degree of computer literacy.

#### DESIRABLE

- Experience with or knowledge of the Queensland Government's Procurement Policy.



OUR VALUES



**Enthusiasm and passion**

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



**Professional, commercial and accountable**

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



**Customer-centric, innovative and agile**

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



**Authentic, transparent and respected**

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

## ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Stadiums Queensland Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



## ORGANISATIONAL STRUCTURE

