

ROLE STATEMENT		
POSITION TITLE: Commercial Manager	REPORTS TO: EGM Business Services	DATE: August 2018
ROLES REPORTING TO THIS ONE: Contracts and Procurement		
PRIMARY PURPOSE & RESPONSIBILITIES		
<p>Purpose Statement: To oversee the efficient and effective contract and procurement processes at Murray Irrigation whilst also working in collaboration with our finance team in relation to financial management.</p> <p>Additionally, this role will also be responsible for the provision of commercial advice and service in relation to business decisions involving new and/or exiting corporate projects.</p> <p>Insert up to 6 key objectives this role is responsible for:</p> <ul style="list-style-type: none"> • Business Analysis • Strategy Advice and Planning • Financial Management • Contracts and Procurement frameworks 		
ROLE SPECIFIC		
KEY RESULT AREA	WEIGHTING	GOALS AND MEASURES
1. Business Analysis	30%	<ul style="list-style-type: none"> • Model and assist the development of annual fees & prices schedule. • Establish a model for other Business Initiatives. • Establish usable and reliable financial modelling and long-term forecasting. • Assess and provide financial advice to management regarding major capital projects

2. Financial strategy, advice and planning	20%	<ul style="list-style-type: none"> • Provide leadership and advice in the development and implementation of best practice strategic and planning initiatives to ensure delivery of Murray Irrigation's objectives • Provide trend analysis in respect of financial and other relevant data with the view to provide recommendations to management • Recommend investment of surplus cash in line with forecast cash flow forecasts • Monitor cash flow movement between reserves and operations on a continual basis • Gain insight into the Company's Investment Portfolio and review accounting treatment of all transactions and reporting thereon
3. Contracts and Procurement	20%	<ul style="list-style-type: none"> • To oversee the establishment, implementation and maintenance of an effective procurement strategy and framework that enables: <ul style="list-style-type: none"> ○ Reduction of expenses through eliminating unnecessary spending ○ Improved services, prices and quality from suppliers resulting in better outcomes ○ Increased transparency and accountability of expenditure by internal departments and external supplier performance ○ Consistency and understanding within the organisation. ○ The efficient and effective provision of front-line customer contact in provision of Share and Entitlement Registry services and Exchange services
4. Financial management	20%	<ul style="list-style-type: none"> • Monthly review and analysis of actual revenue and expenditure against budget, justifying material variances and deviations • Preparation of financial reports for ultimate presentation to the Finance Audit and Risk Management Committee and to a standard required by External Auditors • Prepare various monthly ancillary financial reports and analyses for Management and Board Reporting purposes • Generate ad-hoc reports for management further information • Perform regular costing analysis to ensure pricing and margins are correct for all operations
5. People Management	10%	<ul style="list-style-type: none"> • Provide leadership and support to staff members • Ensure adequate staff training and development • Review and manage staff performance in line with legislation and company policies • Ensure all staff are aware of and comply with company policies and procedures including WSH and EEO policy and procedures.

BEHAVIOURS	
KEY RESULT AREA	GOALS
1. Safety	<ul style="list-style-type: none"> • Puts safety first when making decisions • Proactive thinking to prevent risks • Participates in promoting safety and improving safety processes • Identifies and reports hazards
2. Customer Focus (internal and external)	<ul style="list-style-type: none"> • Proactively considers customer needs and follows through • Consults first to understand possible impacts to customer • Makes decisions that take into account value / benefits for customer • Takes early and appropriate action to overcome problems arising • Ensure interactions with customers are welcoming and inclusive • Acts in a positive manner and portrays the company positively
3. Teamwork and Self-management	<ul style="list-style-type: none"> • Anticipates challenges and works to overcome • Solution focused and self-driven to achieve results • Focused on continual development and identifies growth opportunities • Takes ownership of mistakes and learns from them • Drives consultation and collaboration to achieve a team approach • Communication is professional, purposeful and designed with the audience in mind • Supports team members to embrace and participate in change
4. Collaboration	<ul style="list-style-type: none"> • Participates in collaboration activities with stakeholders • Develops and maintains internal and external relationships • Respects difference and takes an open minded approach
5. Focus on results	<ul style="list-style-type: none"> • Takes ownership of mistakes and learns from them • Works to improve process and create efficiencies • Demonstrates good judgement in decisions to achieve successful outcomes
KEY RELATIONSHIPS/INTERACTIONS	



Murray Irrigation

Internal:

- All staff
- Directors
- Management

External:

- Murray Irrigation customers and members
- Murray Irrigation legal, financial, tax and other advisors
- Murray Irrigation contractors and suppliers
- Regulatory, government and reporting authorities

KNOWLEDGE, SKILLS & EXPERIENCE REQUIREMENTS

Essential:

- Tertiary qualification in Finance, Business or related discipline
- Ability to lead complex commercial negotiations
- Demonstrated experience in leading the implementation of new processes and frameworks
- Experience working with and interpreting contract law
- Demonstrated experience in management accounting/business analysis
- Demonstrated high level communication, leadership, negotiation and management skills.
- Can plan towards and meet deadlines and performance targets
- Proficient with the use of computerised information systems
- Drivers' license

Desirable:

- Knowledge and understanding of MIL's operating environment

POSITION DIMENSIONS

Operating Expenditure: Per annual budget
Capital Expenditure: Per annual budget
Total Expenditure: Per annual budget



SIGNATURES: We certify that the content of this role statement is accurate:

Position holder: / /

Executive Manager: / /