

# Michelle Collier

## Senior Advisor

### Details

- P** 1800 959 885
- M** 0406 378 899
- E** michelle.collier@proximity.com.au
- L** Level 3, 55 Blackall Street  
Barton, ACT 2600
- S** Negative Vetting 1 (Secret)

### Qualifications

- Diploma in Government Contract Management, 2006
- Associate Diploma in Accounting and Business, 1991
- Certificate IV in Government - Contracting & Procurement, 2005

### Profile

An effective professional with extensive experience, who demonstrates a strong work ethic, acts impartially, inspires a sense of purpose and direction in others and strives to cultivate sustainable and beneficial working relationships across diverse and dispersed teams. Well-developed communication abilities and technical expertise in procurement, change management, risk and quality assurance, relationship management, and preparing and managing end to end tenders.

### Skills

- › Finance
- › Client engagement
- › Contract management
- › Procurement
- › Business strategy

### Experience

#### Business Strategy - Processes & Procedures

Michelle maintains a thorough working knowledge of business processes and procedures, robust performance management of vendors, effective management of risk and opportunity, business strategic planning, and management reporting.

#### Department of Home Affairs Dubai UAE

Michelle was contracted by Austrade to provide support to Consul on thematic issues - illicit activities, money laundering, interdictions and aviation security threats. She drafted reports, prepared official correspondence - memorandum of understanding and funding and capacity building agreements, conducted ongoing performance reviews, and managed regional capacity building arrangements in the Middle East region.

#### Department of Home Affairs – (Department of Immigration and Border Protection)

Michelle was a senior contracts and supplier relationship manager (procurement and business analyst). She negotiated favorable contract terms/contract extensions and derived significant savings for two complex telecommunications programs, including the Secure Gateway (a Department of Finance initiative to reduce the number of gateways across the government to seek cost efficiencies).

Responsibilities included:

- › compliance with regulatory and legislative obligations embedding internal controls, including ethical decision making and aligning with best practice guidelines
- › analysis and realignment of business processes and procedures to streamline delivery
- › financial and vendor performance management and executive reporting
- › complex contract drafting, negotiation, changes in scope, and innovative solutions
- › procurement of high value mobility devices and computer hardware and services
- › stakeholder and supplier relationship management
- › economic use of financial and human resources to achieve organisational objectives

## Experience continued

### Stakeholder Engagement & Capability Development

Michelle is committed to effective stakeholder engagement and ensuring efficient capability development. For example, establishing robust performance tracking processes, optimising contracts to maximize operational and financial performance, and actively engaging with stakeholders to ensure business strategy is successfully realised. She consistently sets the strategic agenda by coordinating effort to deliver outcomes through economical application of financial and human resources.

### Department of Veterans' Affairs

Michelle was a senior contracts and supplier relationship manager (procurement and business analyst). She realised significant savings through consistent contracts and invoice analysis, and successfully resolved long standing contractual disputes.

Responsibilities included:

- › consistent accountability and transparency of financial management, including responsible information management
- › complex financial analysis to identify areas of overcharging, waste and obsolete processing
- › conducted regular compliance audits of processes and procedures looking for synergies to implement and produce positive business outcomes
- › managed quality management compliance/reporting to ensure ongoing certification
- › compliance with regulatory and legislative obligations embedding internal controls

### Department of Home Affairs (Department of Immigration and Border Protection)

Michelle was a contracts and supplier relationship manager (procurement projects and business analyst). She successfully implemented the ICT Contractor "People Services Panel" arrangements, processed 100 new requests on first day of operation, and transitioned 250 contractors across to the panel.

Responsibilities included:

- › tender drafting and evaluation for goods and services to support business objectives
- › ongoing analysis and realignment of business processes and procedures to realise cost savings
- › robust performance management of vendors, including effective management of risk and opportunity
- › effective human resource management to align with business demand

## Other information

### Courses and certificates

- › Two day Offshore Financial Management Course – Home Affairs, 2018
- › CIPS – Diploma in Procurement and Supply – continuing, 2016
- › Diploma of Arts - Forensic Anthropology - Australian National University, 2011
- › SAI Global Internal Auditor, 2007
- › SAI Global Documenting a Quality Management System, 2007

### Memberships

- › Chartered Institute of Procurement and Supply

### Languages

- › English

### Awards

- › Awarded Chief Information Officer award for excellence in project and program management - 2014.