

Job Description: Head of Professional Development

The Chartered Institute of Procurement & Supply

The Chartered Institute of Procurement & Supply (CIPS) is the leading independent global membership body representing the procurement and supply profession. With a global membership of over 70,000, we are driving positive change across the profession.

As an organisation with a Royal Charter, our focus is on fulfilling our public interest remit by maintaining high standards of technical competence and ethical behaviour of our members, whilst enhancing the capability of the profession through education, training, and qualifications.

Through all our work, we build a community. A global network of professionals, powering best practice for procurement and supply excellence in people, processes and performance.

CIPS has local offices in the UK, Australia and New Zealand, Africa, the Middle East, India, Singapore and the USA.

Classification Information

Detail	Description
Job title	Head of Professional Development
Contract Type	Permanent
Job Family	Professional
Job Grade	P5
Salary Band	A
Departments	CIPS ANZ – Melbourne, Australia
Reports to	Head of Business Development
Direct Reports	1
Indirect Reports	0

Job Summary

The Head of Professional Development (ANZ) is responsible for the strategic leadership, growth and performance of CIPS' professional development, education and capability-building portfolio across Australia and New Zealand. This role brings together professional development strategy, education governance, membership and partner growth, and marketing activity, ensuring that CIPS' learning and development offer is commercially successful, compliant and market leading. As a senior leader in the ANZ region, the role acts as a key strategic partner to regional and global stakeholders, driving impact through strong partnerships, digital and event-led engagement, and data-driven decision making, while positioning CIPS as the trusted voice for procurement and supply capability in the ANZ region.

Key Responsibilities

Strategy & Leadership

- Own and deliver the ANZ Professional Development strategy, aligned to global CIPS priorities and regional market needs.
- Act as a strategic advisor to the General Manager ANZ, contributing to broader membership, commercial and reputational objectives.
- Lead and inspire a multidisciplinary team spanning professional development, marketing, digital and engagement, fostering high performance and collaboration.
- Represent CIPS as a senior ambassador with members, partners, employers, volunteers and external stakeholders.

Professional Development & Educational Excellence

- Be responsible and accountable for the success of the Professional Development function across ANZ.
- Ensure education regulation compliance and adherence to all relevant legislative and accreditation requirements, protecting CIPS from reputational and regulatory risk.
- Oversee the quality of learner experience across study centres, accredited universities and partners, driving continuous improvement.
- Identify market trends, skills gaps and emerging needs to inform the evolution of the professional development portfolio.

Partnerships, Membership & Community

- Lead the development and management of strategic partnerships with employers, education providers, government bodies and training organisations.
- Drive membership growth and retention through compelling professional development pathways and regional engagement initiatives.

- Oversee and support branches, SIGs, PAGs and volunteer networks, ensuring alignment with strategy, quality governance and brand consistency.
- Champion the profession across ANZ through participation in industry events, forums, panels and networks.

Marketing & Engagement

- Provide strategic direction for ANZ marketing and communications related to professional development, education and capability, delivered through external marketing partners.
- Oversee integrated, partner-led marketing campaigns that drive learner acquisition, member engagement and employer demand across B2C and B2B audiences.
- Act as the primary point of oversight and governance for external marketing partners, agreeing priorities, direction, and performance expectations, and ensuring alignment to brand, strategy, and regional objectives.
- Lead the regional approach to events, webinars and thought leadership, working with partners and internal stakeholders to ensure strong attendance, relevance and measurable ROI.
- Ensure ANZ digital channels and regional web presence effectively showcase the CIPS professional development offer and value proposition, with day-to-day delivery supported by the internal Digital Marketing Coordinator.
- Oversee, coordinate and quality-assure the work of the internal Digital Marketing Coordinator to ensure consistency and integration across all digital and partner-led marketing activity.

Commercial & Financial Management

- Develop and manage annual budgets and business plans for professional development and related activities.
- Monitor performance against KPIs, using data, insight and market intelligence to inform decisions and continuous improvement.
- Identify and pursue new commercial opportunities, partnerships and routes to market across the ANZ region.
- Work closely with sales and business development teams, providing subject matter expertise and technical credibility.

Person Specification

Qualifications & Experience	Desirable	Essential
Educated to first degree level or equivalent		✓
Procurement Qualification (MCIPS or equivalent)	✓	
Management qualification	✓	
Experience of successful management in an education environment	✓	
Experience of managing successful strategic relationships		✓
Commercially aware		✓
Experience of setting and managing budgets		✓
Excellent written and verbal communications skills, ability to present to large groups		✓
Experience of analysing data and producing business plans and reports		✓
International sales and customer relationship management experience	✓	
Experience of business education programmes and professional bodies	✓	
Highly organised with strong administration skills and the ability to self-manage		✓
High level of being able to analyse information to generate creative solutions		✓
Experience of leadership and managing people		✓

Competencies

CIPS' Values – all employees undertake to uphold our agreed values



Other Information

Terms	Description
Hours	9am to 5pm, Monday to Friday (38-hour contractual working week)
Life Assurance	4 times gross annual salary for death in service
Probation & Notice	Probation is six months from start date. The notice period during the probation is one week and then one month by either party thereafter.
Travel	This role will require travel (Australia & NZ) and meetings out of normal office hours and some nights away from home which has been factored into the base salary; therefore no additional remuneration will be paid.
Superannuation	12%
Holiday	20 working days holiday plus statutory holidays – holiday year from 01 January to 31 December