



Position Description

Position Title:	<i>Procurement Manager</i>	Classification Level:	<i>6</i>
Position Number:	<i>Generic</i>	Reports to:	<i>Various, Level 7 or Level 8</i>
Division:	<i>Advisory Services / Buildings and Contracts</i>	Supervises:	<i>Up to 5 FTE</i>
Branch/Section:	<i>Various Teams</i>	Location:	<i>Perth Metropolitan Area</i>

Our vision: driving practical, cost-effective and quality outcomes across government to benefit Western Australians

Our values define who we are and how we go about our business.

INSPIRING AND INFLUENTIAL PASSIONATE AND COMMITTED HONEST AND RESPECTFUL BOLD AND INNOVATIVE

Our values underpin everything we do. They guide the way we work, how we engage with each other and the way we deliver services to our customers through being clear, courageous, authentic and building trust.

As a central government agency with a state-wide presence, Finance delivers services to the government, public sector agencies and the community, and places customers at the centre of its focus. Services include strategic policy advice and co-ordination; asset management (including planning, procurement and project management); assessment of market led proposals; and revenue collection and concessions.

Role summary

The Procurement Manager roles provide professional procurement advice to clients, and develop and/or manage, significant and medium-risk whole of government or departmental contracts. This involves developing business cases and procurement plans, tender documents and evaluation reports, and contract management plans.

The positions will provide expert support and advice for all types of procurement; consult with government agencies, industry, and the community, and maintains positive and effective stakeholder relationships. This position also works closely with internal and external stakeholders to promote compliance with the Department of Finance's standards, processes, and procedures.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing, and values-led organisational culture, including actively identifying opportunities to build positive organisational culture.
- Reinforce departmental objectives, and customer needs in work activities to inspire excellence.
- Encourage an environment that enables members to flourish, embrace diversity, flexibility and opportunity to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively.
- As a member of a team, demonstrate initiative and be accountable for your work outputs and proactively encourage efforts of the team.
- Participate in and provide coaching, feedback and capability building; and take initiative in personal growth and development.

Customer Centric

- Work proactively with customers/stakeholders to facilitate the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals, best practice and facilitate and encourage continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Work with the relevant Manager to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Engage and work proactively with customer to support/develop contemporary strategies and policies by identifying and implementing solutions to real-world procurement situations.
- Regularly confirm customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

Outcomes Focused

- Develop and / or manage significant and medium-risk departmental and whole of government contracts, including procurement planning, tender documentation and evaluation, contract formation and contract management, in consultation and negotiation with stakeholders and suppliers.
 - Conduct business planning and scope each allocated project, including identifying and progressing new contract opportunities and participate in re-engineering of existing contracts.
 - Provide specialist advice to clients, contractors and suppliers on procurement planning, contract development and management issues, including contract renewal and extension strategies.
 - Develop alliances between contractors, suppliers and stakeholders.
 - Assist with the development of procurement policies, standards, process improvements and guidelines.
 - Provide advice on the management of significant and medium-risk contracts, key performance indicators and the development of contract management plans.
 - Liaise with stakeholders and suppliers to resolve complex contractual disputes.
 - Assist with the overall management/leadership of the Division which may include having a mentoring and/or supervisory role as required. Develops and mentor's new staff.
 - Contribute to the development of Divisional strategies and policies as they relate to procurement and contracting.
 - Monitor and encourage compliance with Government, agency and public sector policy and process including conducting education and awareness raising.
 - Provide proactive and timely advice to stakeholders in relation to procurement and contracting issues.
 - Prepare reports and deliver presentations related to procurement matters and raising awareness of the procurement process.
 - Promote compliance with procurement, contract, and records management activities.
 - Perform other duties as directed.
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What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

Essential

Shape and Manage Strategy

You will have highly developed conceptual and analytical skills to solve complex problems with the ability to link operational tasks to organisational goals and strategies.

You will have demonstrated considerable experience in significant and medium-risk contract development and/or contract management OR relevant project management experience

Achieve Results

You will have the ability to establish clear plans and timeframes for projects as relevant to procurement implementation and/or facilitation.

You will have demonstrated leadership skills and ability to leverage the knowledge and skills of others to achieve quality outcomes.

Build Productive Relationships

You will have demonstrated ability to work collaboratively, recognise the contribution of others, build effective relationships with stakeholders and contribute towards a positive team environment.

Exemplify Personal Integrity and Awareness

You will have demonstrated self-awareness, accountability and commitment to contribute to departmental values in the delivery of quality outcomes.

Communicate and Influence Effectively

You will have highly developed interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

You will be skilled at approaching negotiations with a clear understanding of key issues and desired outcome.

You will have demonstrated strong written communication skills, with the ability to effectively communicate complex procurement issues to senior stakeholders, as well as prepare complex procurement and technical documents

Desirable

Possession of a relevant tertiary qualification

Possession of a tertiary qualification in Strategic Procurement

Considerable knowledge of Government Procurement policies, issues and strategic directions

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: Senior HR Consultant, March 2021

Classification Evaluation Date: April 2018
