



Position Description

Position Title:	Senior Procurement Officer	Classification Level:	5
Position Number:	Various	Reports to:	Senior Procurement Manager L7
Division:	Advisory Services / Buildings and Contracts	Supervises:	0
Branch/Section:	Various	Location:	Perth Metropolitan Area

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

Provides professional procurement advice to clients and develops and / or manages medium and low risk whole of government or departmental contracts. This will involve developing business cases, procurement plans, tender and evaluation documents, and contract management plans.

The position will provide support and advice for all types of contracts; 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.
- Understand and consider departmental objectives, and customer needs in work activities to inspire excellence.
- Contribute to the 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 the team, demonstrate initiative, be accountable for your work outputs, and proactively contribute to the efforts of the team.
- Participate in and embrace 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 continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Work with your Manager to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Engage and work proactively with customers to support/develop contemporary strategies and policies by identifying and implementing solutions to real-world team 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 medium and low risk departmental and whole of government contracts, including preparing business cases, procurement plans, tender documents; and undertaking evaluation, contract formation and contract management in consultation and negotiation with stakeholders and suppliers.
 - Participate in business planning, contributes to the scoping of projects, including identifying and progressing new contract opportunities, and participates in re-engineering of existing contracts.
 - Provide advice to customers, contractors and potential suppliers on procurement planning, contract development and management issues, including contract renewal and extension strategies.
 - Develop relationships with contractors, suppliers and stakeholders.
 - Provide advice on the management of medium to low risk contracts, key performance indicators and the development of contract management plans.
 - Liaise with stakeholders and suppliers in order to resolve general contractual disputes.
 - Prepare reports and deliver presentations related to procurement matters and raising awareness of the procurement process.
 - Provide proactive and timely advice to stakeholders in relation to procurement and contracting issues.
 - Monitor and encourage compliance with Government, agency and public sector policy and processes including conducting education and awareness raising.
 - Provide a mentoring role as required.
 - Provide advice on and/or undertakes the evaluation of contractor performance and prepares performance reports.
 - 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 well developed research, analytical and problem-solving skills with the ability to recognise and contribute to the achievement of organisational goals and strategies.

You will have demonstrated experience in medium to low risk contract development and/or contract management, or relevant project management experience.

Achieve Results

You will have the ability to establish task plans and simple project plans with measurable milestones to deliver objectives and work within agreed priorities.

You will have well developed organisational skills with the ability to manage competing priorities and resources to achieve quality outcomes.

Build Productive Relationships

You will have demonstrated ability to work collaboratively and inclusively to build effective relationships 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 delivering quality outcomes.

Communicate and Influence Effectively

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

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

Desirable:

- Possession of a relevant tertiary qualification.
- 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: Eleri Bishop, HR Project Officer, March 2021

Classification Evaluation Date: July 2016
