



**Department of Finance**  
**Government Procurement**

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**Position number 00009989**

**Policy and Research Officer**

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**Position details**

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Classification/level	Level 5
Award/agreement	PSA
Organisation unit	Funding and Contracting Services
Physical location	Osborne Park
This role supervises (FTE)	0

**Reporting relationships**

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Supervisor	
Position number	00021987
Position title	Principal Policy Officer
Classification/level	Level 7

**Keyword description**

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This section provides a brief summary of the key functions of the position

Undertakes research and provides low to mid-level policy advice to stakeholders (including Government agencies and not-for-profit community sector) in relation to the application of the Delivering Community Services in Partnership (DCSP) Policy, Social Procurement Initiatives and the associated funding and contracting reforms.

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## **Organisational context**

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The Department of Finance provides quality advice and services to facilitate the achievement of Government's objectives.

We realise this through the active demonstration of our organisational values of listening and caring, commitment, leadership, accountability and people matter.

The Department of Finance encompasses a variety of businesses including:

- The Office of The Director General (ODG);
- Strategy and Coordination (SC);
- Building Management and Works (BMW);
- The Office of State Revenue (OSR);
- Public Utilities Office (PUO);
- Economic Reform (ER);
- Government Procurement (GP); and
- Corporate Services (CS).

This vacancy is positioned within **Government Procurement**. GP is responsible for procurement at a whole-of-government level, they provide strategic procurement advice and support to the entire WA public sector. The key functions of GP include:

- leading the development of and management of whole-of-government common use arrangements (CUA's);
- managing the contract development process for agency specific contracts and providing policy and practice advice;
- implementing contracting reforms associated with the Delivering Community Services in Partnership Policy; and
- managing the systems and support activities (education and training, reporting, standardised contracting processes) that underpin goods and services procurement activity across the sector.

Information on other Finance business units is available in your applicant information package or by visiting [www.finance.wa.gov.au](http://www.finance.wa.gov.au).

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## **Work description**

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The Department of Finance Government Procurement's Funding and Contracting Services Unit provides guidance and support to both the public and not-for-profit sectors on the implementation of the DCSP Policy, Social Procurement Initiatives and the associated funding and contracting reforms.

This position provides advice and support to government agencies, social procurement and the not-for-profit sectors to deliver the procurement reforms. The main tasks include:

### **Policy:**

Provides timely advice and education to Government agencies and not-for-profit community sector stakeholders in relation to the application of the DCSP Policy and the associated funding and contracting reforms.

Undertakes research, develops various documents (including reports, briefing notes, publications and correspondence) and supports a number of stakeholder committees that assist with the implementation of the DCSP Policy and Social Procurement Initiatives.

### **Research:**

Conducts research and analysis into a range of funding and contracting and not-for-profit sector trends in support of policy formulation and to identify future directions.

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Researches and makes recommendations to the Principal Policy Officer, FaCS with respect to new and innovative practices in the funding and contracting of community services and social procurement initiatives.

**Liaison and advice:**

Assists in the development of partnerships between not-for-profit community sector organisations, service providers, government agencies, social procurement initiative businesses and other stakeholders.

Liaises with stakeholders to assist with funding and contracting queries in relation to the DCSP Policy and/or State Supply Commission Policies.

**Other:**

Exhibits and models behaviours consistent with the values of the Department.

Seeks out and participates in opportunities to develop the skills and knowledge required of the position.

Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

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**Work related requirements**

**Essential:**

- Demonstrated understanding of Government procurement policies, practices and legislation / or demonstrated experience in a similar policy related environment.
- Sound conceptual, analytical and written communication skills, with the ability to conduct research and provide timely advice on complex issues.
- Good interpersonal skills, with the ability to liaise, consult and negotiate effectively with a range of stakeholders.
- Ability to work autonomously and in a small team environment to achieve goals and objectives.
- Ability to plan, prioritise and organise workloads to meet agreed timeframes.

**Desirable:**

- An understanding of the funding and contracting community services environment, and social procurement initiatives including current issues and emerging trends.
- Possession of a relevant tertiary qualification.
- Possession of a qualification in Strategic Procurement.

**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.

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**Appointment is subject to:**

100 point identification check; and  
Criminal Records Screening clearance

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**Special equipment/requirements**

Nil

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**Certification**

Verified by: *GB* 19/12/16