

# Job Description

VENUES WEST

## Position details:

<b>Title:</b>	Senior Procurement Officer	<b>Position Number:</b>	03504
<b>Classification:</b>	Level 5		
<b>Branch:</b>	Contracts and Procurement		
<b>Directorate:</b>	Strategy and Partnerships		
<b>Award/Agreement:</b>	Public Service and Government Officers General Agreement and GOSAC Award 1989		
<b>Reports to:</b>	General Manager Contracts and Procurement		
<b>Direct Reports:</b>	Nil		
<b>Special Conditions:</b>	This position is 'capitalised' and the ongoing requirement for the role is reliant on and subject to the capital works budget for VenuesWest.		

## About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

## About the VenuesWest Way

**The VenuesWest Way guides the way we work and the way we model our behaviour.**

It is our system of defining and measuring our culture and it provides us with the format to engage, improve, support and challenge one another to be the best we can be – as individuals and as a collective.

Our signature behaviours:

- We champion dreams
- We find a way to make it happen
- Together we win
- We act like owners
- We celebrate success – big and small

## About the Directorate

The Strategy and Partnerships directorate is responsible for the development and management of contracts and procurements across the VenuesWest business, building relationships with our key partners, provision of long term planning, reforming major business processes, communications and marketing, promotion of commercial activities and positioning VenuesWest for the future.

## About the Role

The Senior Procurement Officer is responsible for administering and delivering effective and compliant government procurement practices in the area of capital items and works whilst driving efficient use of the capital works budget for VenuesWest. The role is responsible for the implementation of policy, standards and operating procedures to oversee and deliver procurement and contract management for capital items.

## About the Responsibilities

- Provides specialist advice and education on procurement of capital items and works including:
  - contract development
  - contract management
  - performance evaluation and reporting
  - governance and compliance
- Develops request documents and Consults with internal stakeholders to obtain the scope, specifications and design details for the development and lodgement of request for quote and tender documents.
- Assists with the development and implements policy and procedures to ensure consistent and compliant application of procurement and contract management processes.
- Administers and participates in the evaluation of request for tender responses and preparation of evaluation reports.
- Manages procurement to drive efficiency and maximise the benefit of the budget allocation by:
  - maintaining procurement templates for capital works contracts managing procurement through approved mechanisms including Tenders WA
  - monitoring the performance of contracts
  - reporting against target areas, goals, KPIs and budget/expenditure
- Conducts research, provides support and undertakes due diligence assessments for contract management matters including:
  - establishing key performance indicators dispute resolution
  - variations, renewals and extensions
  - monitoring performance and governance
- Monitors and reports as required on the development and implementation of procurement and contracts procurement against Government policy and expenditure against budget
- Promotes a culture of continuous improvement ensuring changes to Government procurement policy and internal policies and procedures are embedded into practice.
- Participates in the formulation of the operational and business plans for the Directorate in line with corporate requirements and the strategic direction of the business.
- Undertakes other related duties as required.

## About the Person

**The following essential capabilities are to be addressed in the context of the responsibilities of the position:**

1. Demonstrated experience in the management and implementation of compliant government procurement processes which deliver value for money outcomes in the area of capital items and works. Including experience in the interpretation, development and application of
  - i. The procurement and contract management life cycle
  - ii. The State Supply Commission policies and guidelines for goods and services
  - iii. Works contracts including AS:2124, Minor Works and other relevant Australian Standards
2. Understands strategic objectives, trends and factors that may influence work plans; Draws on information from a range of sources; Analyses and works within agreed guidelines to make decisions and incorporates outcomes into work plans.
3. Identifies and uses resources wisely; Evaluates performance to identify need for change; Demonstrates flexibility with changes in priorities and focuses on quality whilst seeing tasks and projects through to completion.



4. Builds and maintains relationships with stakeholders, team members and colleagues; Consults and shares information; Values individual differences and diversity and takes responsibility for delivering high quality customer focussed services.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of conduct; is accountable for own effort and takes responsibility; Takes initiative to progress and complete work and reflects on own behaviours.
6. Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.

**The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:**

1. Knowledge of the entertainment, sports and venue management industries.
2. Knowledge of construction methodologies and/or capital works projects

**Employment Conditions and Eligibility**

Appointment to this position is conditional upon:


- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

**Important note:** The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting Human Resources on (08) 9441 8362.

**Certification:**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Colin Brandis Director, Portfolio Management		Date Approved: 3/4/17
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed: ...../...../.....
Signature:		Date Signed: ...../...../.....

