



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

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**Position number 00009816**

**Data Quality Administrator**

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**Position details**

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Classification/level	Level 4
Award/agreement	PSA
Organisation unit	System Support and Analysis
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

**Reporting relationships**

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Supervisor	
Position number	00008699
Position title	Manager
Classification/level	Level 7

**Keyword description**

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Co-ordinates the updating and maintenance of procurement system data including registries of buyers, suppliers, catalogues and other codes, ensuring appropriate quality controls to maintain data integrity.

**Organisational context**

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The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

Our values reflect our vision, who we are and how we go about our business. We want our people to be inspiring and influential, passionate and committed, honest and respectful, and bold and innovative.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement (GP)
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **GP**. GP is responsible for procurement at a whole-of-government level, they provide strategic procurement advice and support to the public sector of Western Australia. GP is committed to leading the development of and management of whole-of-government common use arrangements, 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 underpin goods and services procurement activity across the sector.

Further information on Finance business units is available by visiting [www.finance.wa.gov.au](http://www.finance.wa.gov.au).

## **Work description**

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### **Data Management:**

- Co-ordination of the day-to-day management of buyer, supplier, catalogue and other code data.
- Completion of verification and quality control activities to ensure data integrity.
- Contribution to the ongoing development and continuous improvement of data administration.
- Oversight of data layout, quality assurance and updating in consultation with Contract Managers and other stakeholders.
- Monitoring of catalogues to ensure content is consistent with UNSPSC standards.

### **Data and System Administration:**

- Maintenance of buyer, supplier, catalogue and other code information using software applications.
- Extracts data using queries and assists in the manipulation of data from spreadsheets.
- Loads buyer, supplier, catalogue and other code data into the Test and Production (live) environments.
- Liaison with technical staff in relation to uploads and general system functionality.
- Identification and resolution of problems, or escalation to senior technical staff as required.
- Design and construction of reports for supplier, buyer, catalogue and other code transactional data. Creation and actioning test plans relating to the data and functionality of the procurement applications.

### **Other:**

- Assists in providing a fair, safe, enjoyable and innovative workplace and ensures good human resource management and risk management principles are practised in accordance with Departmental policies and guidelines.
- Participates in the Procurement Systems Supportline rotational plan.
- 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.

## **Work related requirements**

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### **Essential:**

- Demonstrated high level of computing skills with experience in extracting systems data using SQL.
- Demonstrated experience in systems administration or database management.
- Good analytical and problem solving ability.
- Good organisational skills, with the ability to prioritise work and meet tight deadlines.
- Good interpersonal and communication skills, with the ability to work effectively in a team environment.

**Desirable:**

- Experience writing basic HTML and using MS Products.
- Knowledge of procurement processes and procedures.
- Tertiary qualifications in a relevant discipline.

**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**

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Nil

**Certification**

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Verified by: *Niesha Mucaj*