

JOB ROLE STATEMENT

PROCUREMENT MANAGER LEVEL 6

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH SUPPLY AND TRANSPORT

POSITION NO P0056777

KEY RESPONSIBILITIES

Manage the tender and contract award processes for complex Goods, Services and Consultancies. Provide specialist advice on complex procurement, contract administration and probity matters and issues.

KEY DELIVERIES

Policy and Procedure

- Provide specialist advice and assistance to managers, the Team and others on procurement policy, standards, systems and processes.
- Provide specialist advice for the development of policy for the procurement and disposal function.
- Implement corporate Procurement Policy and procedures across Main Roads' business.

Complex Procurement and Advice

- Review corporate compliance with State and Federal legislation and procurement policies, and Main Roads' policies, procedures and guidelines, and recommend remedial actions for implementation.
- Provide specialist procurement advice for complex goods, service and consultancy contracts.
- Manage a Tendering and General Procurement service.

Probity and Due Diligence

- Manage probity audits, report findings and recommend improvements to mitigate procurement risks.
- Provide specialist advice to the tender evaluation teams to ensure probity with regard to fairness and equity.

Contract Administration

- Manage administrative services for all contracts.
- Manage data integrity in the Contract Tracking System (CTS).
- Provide specialist advice to Contract Managers to ensure the timely and effective processing and administration of contracts and mitigation of conflict over contract administration matters.
- Manage the custody and security of tenders and other contract documentation.
- Provide specialist advice on commercial contract matters such as insurance and security requirements.
- Manage and deploy the Department of Finance (DoF) Common Use Arrangements.
- Facilitate the development and administer common use corporate contracts.

Management

- Manage the Section providing procurement services and contract administration services.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Disposal

- Manage the disposal of unserviceable, obsolete and surplus goods.

Stakeholder Relationships

- Liaise with contractors, consultants and other suppliers on complex contract administration and procurement matters and issues.
- Build and enhance working relationships with internal and external stakeholders.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
PRINCIPAL PROCUREMENT MANAGER

LEVEL 7

POSITION NO
P0070125

PROCUREMENT MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Senior Contracts Officer
Contracts Officer (x2)

LEVEL 4
LEVEL 3

Salaried, Wages

1
2

TOTAL

3

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Substantial skill, knowledge and experience in:
 - implementing procurement policies, standards, systems and processes in a large and complex infrastructure delivery organisation
 - managing tendering, general and complex procurement and contract administration services
 - procurement and a probity service in complex procurement
 - building and enhancing stakeholder relationships
 - managing, financial, technological physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - policy formulation
 - disposal of unserviceable, obsolete and surplus organisational goods
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Degree qualification in Procurement.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE

09/10/19

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

EXECUTIVE DIRECTOR

DATE

9/10/19

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

MANAGER HR BUSINESS

DATE

9/10/19