



Position Description

Position Title:	Senior Procurement Officer	Classification Level:	Level 5
Position Number:	Generic	Reports to:	Various
Directorate:	Buildings and Contracts	Supervises:	0 FTE
Branch/Section:	Various	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Senior Procurement Officer provides professional procurement advice to clients and develops and/or manages medium and low risk whole of government or departmental contracts. This involves 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 maintain positive and effective stakeholder relationships. This position also works closely with internal and external stakeholders to promote compliance with the Department's standards, processes and procedures.

Responsibilities

- 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, contribute to the scoping of projects, including identifying and progressing new contract opportunities, and participate 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 undertake the evaluation of contractor performance and prepare performance reports.
- Promote compliance with procurement, contract and records management activities.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Demonstrated experience in medium to low risk contract development and/or contract management, or relevant project management experience.
- Demonstrated strong written communication skills, with the ability to effectively communicate procurement issues to stakeholders, as well as prepare procurement and technical documents.
- Well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Possession of a relevant tertiary qualification.
- Knowledge of Government Procurement policies, issues and strategic directions.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.



Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: D. Giles, HR Officer, September 2025

Classification Evaluation Date: July 2016