



Position title Principal Procurement Manager, Contracts		Position number 007006
Classification level Level 7	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date November 2024
Division and Directorate Corporate Services Finance & Procurement	Branch Contract & Procurement Services	Location Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none">A fair, just and safe community for all Western Australians	<ul style="list-style-type: none">High performing and professionalEthical and accountableTrained, safe and supported	<ul style="list-style-type: none">Respecting rights and diversityFostering service excellenceBeing fair and reasonable

Reporting relationships

Responsible to:	013063	Level 8	Assistant Director Contract & Procurement Services
This position:	007006	Level 7	Principal Procurement Manager
Direct reports:	013600 013632	Level 6	Procurement Manager, Contracts
	013614 013628	Level 5	Senior Procurement Officer, Contracts
	013606	Level 4	Procurement Officer, Contracts

About this position

The Finance & Procurement Directorate plays a key role in achieving the Department's strategic objectives by providing strategic financial advice and related services. This includes ensuring adequate funding is acquired, managing financial accounting and resources, maintaining compliance with legislative and governance requirements, and developing effective financial systems. Additionally, the Directorate oversees Procurement and Contract Services, responsible for acquiring goods and services, developing associated contracts, and conducting ongoing reviews to ensure efficiency and compliance.

The Principal Procurement Manager is responsible for managing policy development and providing leadership and expert advice in relation to contracts and procurement in the commercial and not-for-profit sectors. An important part of the role is to manage the client interface between the Department of Justice (DOJ) and the Department of Finance (DoF).

The Principal Procurement Manager Contracts is also responsible for analysing procurement spend and seeking opportunities to maximise value for money across the Department.

Key deliverables - what this position involves

- Providing leadership to the procurement team that supports a professional procurement and contracting advisory service.
- Undertaking procurement planning and policy development and providing evaluation and recommendations on strategic policy that assists in defining business needs.
- Coordinating a central register of resource information on purchasing and contract management and continual assessment of compliance against government contract requirements.
- Communicating and developing relationships with key internal and external clients and key stakeholders and negotiating on behalf of the Department on complex contractual matters.
- Ongoing analysis of complex information and providing procurement solutions to issues and developing contract opportunities to maximise value for money across all branches within the Department.
- Demonstrate a commitment to adhere to the Department’s Code of Conduct, Public Sector Commission’s Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Leadership expectations - our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Others](#).

Essential selection criteria - what you need to bring to this role

1 Role specific requirements	<ul style="list-style-type: none"> • Extensive Procurement and/or Contract Management experience across a range of sectors including commercial and/or not-for-profit procurement activities.
2 Lead collectively Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> • Knows how their work and the work of others align to broader agency goals. • Manages their work priorities and those of others and outcomes. • Addresses team issues. • Monitors progression to ensure deliverables are met. • Builds and supports effective work relationships.
3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.	<ul style="list-style-type: none"> • Applies critical thinking techniques to develop a range of options. • Uses their knowledge and skills and those of others to refine options. • Is solutions focused. • Understands the need for compliance to minimise risk.
4 Dynamically sense the	<ul style="list-style-type: none"> • Remains aware of evolving team needs.

Essential selection criteria - what you need to bring to this role

<p>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.</p>	<ul style="list-style-type: none"> • Seeks input of others before acting. • Adapts style depending on situation.
<p>5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> • Understands and can communicate the essential priorities. • Is able to identify and understand work area priorities and adjust as required. • Is able to monitor, adapt and ensure work priorities are incorporated into work activities. • Explores and seeks opportunities for innovation. • Scans the environment for possible obstacles and intervenes early to navigate setbacks.
<p>6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> • Accepts they contribute to the development of others in a team or work group. • Leads by example and supports others with growth and development. • Embraces and encourages diversity within the workplace. • Responsible for fostering a positive sector culture.
<p>7 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 interests of the public good.</p>	<ul style="list-style-type: none"> • Shows workplace actions embody the spirit of public services. • Demonstrates empathy, compassion, integrity, and humility. • Supports others to excel. • Assumes responsibility for supporting others to embrace the spirit of public service.
<p>8 Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> • Continuously seeks opportunities to develop own knowledge, skills and expertise. • Recognises their impact on others and acts to model appropriate and suitable behaviours. • Seeks feedback from others to enhance personal effectiveness. • Embraces, leads and supports others through change. • Sources and seeks feedback from others to enhance leadership.

Essential selection criteria - what you need to bring to this role

Desirable selection criteria

Not considered essential to perform the role but may contribute to the ability to undertake the role.

9 Qualifications, knowledge and/or experience	• N/A
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Special requirements, licenses, accreditations, and conditions

- Nil.

HR Certification

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