



Position title Principal Procurement Governance and Improvements Manager		Position number 013604
Classification level Level 7	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date October 2025
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 professional Ethical and accountable Trained, safe and supported 	<ul style="list-style-type: none"> Respecting rights and diversity Fostering service excellence Being fair and reasonable

Reporting relationships

Responsible to:	013063	Level 8	Assistant Director Procurement & Contract Services
This position:	013604	Level 7	Principal Procurement Governance and Improvements
Direct reports:	007324	Level 5	Senior Procurement Officer, Contracts
	019548	Level 5	Senior 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 Procurement and Contract Services (PACS) Branch is accountable for providing quality procurement advice and services to facilitate and achieve effective value-for-money procurement outcomes that achieve Departmental objectives.

In addition, the Procurement and Contract Services branch develops and manages a best practice procurement systems framework for the Department of Justice.

The Principal Procurement Governance and Improvements Manager is responsible for reviewing the Department's procurement functions to look for opportunities to aggregate goods and services including minimising inefficient procurement activities and reporting on procurement behaviour across the Department. The role also encompasses being the primary online Buyer for the Department including determining whether or not to release

purchase orders above \$50,000 including GST even where it is an operational priority. In addition, it is the role that manages the relationship on procurement matters with internal and external oversight entities.

Key deliverables - what this position involves

Governance

- Responsible for the development, update and publish of relevant procurement and contract management governance documents. Ensure alignment with Department of Treasury and Finance framework
- Responsible for ensuring compliance to governance requirements
- Responsible for risk management, audit and delivery and/or management of related action items

Process

- Responsible for the integration between procurement, contract management, purchase-to-pay processes
- Identifies any improvement opportunities – streamlining, use of technology, capability, etc.

Technology

- Supports Assistant Director, Procurement and Contract Services as the module owner and accountable for the Procurement and Contract Management System (PCMS) and Purchasing (Oracle)
- Responsible for ensuring that the technology solutions support the process, governance, etc.
- Is the contracts company representative for the PCMS and Purchasing (Oracle)

Training and ongoing support (staff and business areas)

- Responsible for the development of training plan and training matrix of the PACS staff and business area users
- Responsible for the preparation and delivery of training and support materials and resources (e.g., whether internal or external)

Reporting and data analytics

- Module owner of dashboard reporting (Power BI or similar)
- Responsible for the development, testing and circulation of reports (operational / management / strategic reporting)
- Responsible for providing data insights to help PACS and business area users
- Responsible for data standards (e.g., naming conventions, use of United Nations Standard Products and Services Code (UNSPSC) as taxonomy for supplier and product categories)

Strategy and business planning

- Responsible for coordinating inputs to the Finance directorate's Strategy House
- Responsible for the development and delivery of PACS operational plan

Improvements project delivery

- Responsible for the delivery of Procurement and Contract Services (PACS) improvement projects
- Involved in the delivery of other projects impacting PACS
- 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

<p>1 Role specific requirements</p>	<ul style="list-style-type: none"> • Demonstrated experience in the development and/or management of service agreements and/or commercial contracts. • Demonstrated knowledge of procurement related analytical skills. • Demonstrated knowledge of government procurement policies and practices • Experience and knowledge of online procurement systems • Exercise delegated authority.
<p>2 Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<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.
<p>3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<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.
<p>4 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.</p>	<ul style="list-style-type: none"> • Remains aware of evolving team needs. • 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>Essential selection criteria - what you need to bring to this role</p>	
<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.
<p>Desirable selection criteria <i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i></p>	
<p>9 Qualifications, knowledge and/or experience</p>	<ul style="list-style-type: none"> • N/A

Special requirements, licenses, accreditations, and conditions

- Nil.

HR Certification

Upload date: October 2025