



## Job Description Form

### Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

### Position Title

Principal Procurement Analyst

### Level

6

### Position Number

37554

(Nominated)

### Division/Directorate

Finance & Contracts Division

### Branch/Section

Procurement Branch

### Effective Date

January 2026

### Health Task Risk Assessment Category

5

### Reporting relationships

**Superordinate:** Procurement Planning Manager, Level 7

**Subordinates:** Senior Procurement Analyst, Level 5

### Key role of this position

Manages the Procurement Analysis team to achieve team, Branch and PTA outcomes. Leads the development of the branches supply chain analysis and business intelligence activities producing outputs including analysis to recommendations, market intelligence, process improvement, and modelling. Actively engages with stakeholders to provide intelligence that assists in the creation of value for money outcomes.

### Core duties and responsibilities

#### Planning and Identification of Needs

- Works with various stakeholders to shape and articulate complex business needs and outcomes.
- Identify, develop, select and deploy data resources and contemporary analytical tools and methodologies which enable strategic reporting, analysis and predictive modelling to inform and support procurement.
- Challenges and offers suggestions to improve procurement activities, and where appropriate, including identifying opportunities for aggregation.
- Explores and assesses appropriate options and tailors actions, accordingly, including utilising innovative procurement strategies for complex requirements.
- Undertakes complex spend analysis and applies the findings to procurement decisions and sourcing strategies.
- Develops and communicates strategic procurement intent to support Government and PTA social procurement outcomes.
- Influences stakeholders to make value for money decisions and documents outcomes appropriately.
- Ensures compliance and the appropriate use of technology and records management.

#### Market Analysis

- Provide strategic analyses and advice on complex markets, supply arrangements and market risk to provide a sound basis for procurement decisions and directions.
- Undertakes market research and consults stakeholders to understand technical and commercial aspects of a range of complex business needs.
- Considers the impact of external influences on procurement activities.
- Critically analyses market conditions and available data to identify trends and opportunities and shapes procurement activities accordingly.

### **Sourcing Strategy Development**

- Develops standardised sourcing strategies based on category of spend or contracting type (e.g. panel contract arrangements), including recommendation of procurement method and evaluation methodology to deliver good contracting outcomes.
- Understands and advises on the application of Government and PTA procurement policy and seeks legal advice where relevant.

### **Continuous Improvement**

- Provides input into the formulation of the PTA's policies and procedures ensuring the needs of Divisions and Directorates are represented.
- Provides information and advice to the Chief Procurement Officer on contract and procurement activities to facilitate continuous improvement through policy and procedural review, business practice review and training.
- Leads and facilitates workshops for Divisions and Directorates in the development of contract requirements, specifications, evaluation criteria and terms and conditions.
- Provides input into the design and implementation of effective metrics and reports to continually monitor and assess the performance of procurement arrangements and the benefits realised for the total procurement function.

### **Leadership and Management**

- Lead, manage and develop the analytics team to continually improve the quality of analysis provided at all stages of the procurement process and integrate its use into procurement decision-making.
- Leverages team strengths and delegates tasks accordingly.
- Provides leadership and technical advice to support capability development and the mentoring of staff members.

### **Other**

- Prepares reports and delivers presentations related to panel contract matters and the raising of awareness of panel contract processes.
- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Demonstrated high level conceptual, analytical, evaluation and research skills, together with the ability to present complex data in an effective manner
- Knowledge and/or experience of government contracting and procurement policies, procedures, issues and strategic direction.
- Change management experience, including the ability to introduce and assist the management of change and deliver agreed outcomes.

### **2. Management and Supervision**

- The ability to lead, mentor and coach others, as well as the ability to effectively manage resources.
- Provides leadership and technical advice to support capability development and the mentoring of staff members.

### **3. Communication and Interpersonal**

- Well-developed verbal and written communication and interpersonal skills with the ability to manage complex communications that involve understanding and responding to multiple and divergent viewpoints.
- Experience in negotiation with the ability to engage effectively and manage relationships with stakeholders.
- The ability to translate technical and complex information clearly and concisely for diverse audiences.

**4. Conceptual, Analytical and Problem Solving**

- Experience and ability to undertake market research.
- Knowledge or experience of quality management principles and practices.
- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues.
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others.
- Look for opportunities to design innovative solutions to meet user needs and service demands.
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria.

**5. Organisation**

- Project management skills and experience with the ability to meet targets and deadlines.

**6. Special Requirements**

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.

**Certification**

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

**Managing Director / Executive Director / General Manager**

.....  
**Signature**

.....  
**Date**

**Employee**

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....  
**Signature**

.....  
**Date**

