



Job Description Form

Our Purpose

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

Position Title

Senior Procurement Analyst

Level

5

Position Number

37578

(Nominated)

Division/Directorate

Finance & Contracts Division

Branch/Section

Procurement Branch

Effective Date

January 2026

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Principal Procurement Analyst, Level 6

Subordinates: No Direct Reports

Key role of this position

Contributes to the development of the PTA's strategic procurement vision with a core focus on producing and preparing quality analysis, output interpretation and insights. Undertake data, spend and market analysis applying findings to assist in the development of the procurement strategic outlook and influence future decisions.

Core duties and responsibilities

Market Analysis

- Prepares data analysis and outputs from relevant data collections including reports, policies, correspondence and other written material for a wide audience.
- Undertakes market research and consults stakeholders to understand the range of business needs.
- Understands general market conditions.
- Adjusts procurement activities to reflect current or predicted market conditions.

Continuous Improvement

- Provides input into the formulation of the PTA's policies and procedures ensuring the needs of Divisions and Directorates are represented.
- Contributes to, and as required, facilitates workshops for Divisions and Directorates in the development of contract requirements, specifications, evaluation criteria and terms and conditions.
- Utilises analysis to provide advice and recommendations to inform and influence procurement decisions.

Forward Analysis and Identification of Needs

- Identifies opportunities for aggregation.
- Undertakes spend and market analysis and applies findings to procurement decisions.

Team Management

- Establishes and maintains effective working relationships with both internal and external clients and stakeholders.
- Fosters positive team values and a cooperative team spirit.
- Provides leadership and technical advice in mentoring and coaching junior staff.

Other

- Prepares reports and delivers presentations related to panel contact 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.

SELECTION CRITERIA

1. Core Competencies

- Extensive experience in the collection of data and preparation of useful data analysis and outputs.
- Identify and use the most appropriate analytical tools, techniques and systems to analyse and interpret a wide range of supplier and organisational information and develop reports, forecasts and advice to inform and support procurement planning and decision-making.

2. Team Membership

- Ability to work independently or as part of a team and to contribute to the attainment of team goals and outputs.
- Develops and maintains collaborative working relationships with key internal and external stakeholders.

3. Communication and Interpersonal

- Sound verbal and interpersonal skills, with the ability to consult, negotiate, and manage relationships with a range of stakeholders
- Sound written communication skills, with the ability to prepare technical documents.
- Experience in producing and disseminating reports and presentations relevant to the audience.

4. Conceptual, Analytical and Problem Solving

- Ability to undertake market research.
- Ability to analyse and resolve issues involving a range of stakeholders.
- Ability to present concepts and solutions in a structured easy to understand manner.

5. Organisation

- Sound organisational skills with the ability to meet milestones 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

