



Position Description

Position Title:	Senior Enterprise Procurement Officer	Classification Level:	5
Position Number:	33847	Reports to:	Manager Business Services / Enterprise Procurement, L7
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	Financial Services	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 Enterprise Procurement Officer provides procurement advice and support to key stakeholders and develops and/or manages departmental contracts. This involves developing procurement plans, tender and evaluation documents, and the facilitation of contract management and reporting. The position provides support and advice for governance and compliance and assists to navigate all stages of the procurement process. 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 goods and services contracts, including preparing procurement plans, quote and tender documents, and undertaking evaluation, contract formation and contract management in consultation and negotiation with stakeholders and suppliers.
- Develop relationships with contractors, suppliers and stakeholders.
- Provide advice on the management of contracts, key performance indicators and the development of contract management processes.
- 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.
- Ensure the Department's contract register is up to date and accurate.
- 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.
- Promote compliance with procurement, contract and records management activities.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- 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 and verbal 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.

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: K. Kent, A/Assistant Director Workforce Services, December 2025.

Classification Evaluation Date: December 2025