



JOB DESCRIPTION FORM

Position Details

Position Title	Senior Procurement and Contracts Adviser
Position Number	25443
Classification	Level 7 (PSCSA)
Division	Corporate Services (CS) - Operations
Branch	Finance Services
Date Effective	June 2025

Reporting Relationships

Supervisor/Manager	Chief Finance Officer (L8)
Direct Reports	Presently nil.

Overview of the Position

The Senior Procurement and Contracts Adviser is responsible for the preparation of procurement processes, effective business integration and contract management practices processes in consultation with senior management and the key government agencies. The role coordinates processes for goods, services and information and communication technology services contracts. This position provides procurement and contract management advice, develops contracts that involves planning, development and management of procurement processes and contract management. This position provides specialist advice to internal and external stakeholders on procurement, contract management and governance aligned to the ODPP's delegation and authorisation instruments.

This position ensures compliant, outcome-focussed and relevant procurement and contracting acumen is available to business owners and clients across the organisation and externally, assisting various business areas to develop and manage procurement and contracts and provide strategic advice relating to Department initiatives.

The position provides timely and accurate advice services relating to:

- the Department of Treasury and Finance, Western Australian Procurement Rules and associated policy requirements.
- Procurement Planning and Business Case development.
- Initiation of procurement processes including Request documents, Tender evaluations, Reports and recommendations.
- Insurances (ICWA) and risks assessment.
- Negotiations with internal and external stakeholders.
- Contract management and processes both in building the capability and maintain and advisory focus.

Mission Statement

Purpose

To deliver an independent, fair and just criminal prosecution service to the community of Western Australia.

Vision

To be trusted by the community we serve to skilfully prosecute cases to just outcomes and contribute to the delivery of a fair criminal justice system in which people are treated with dignity and respect.

Values

We are committed to our values of We treat people with respect, We act with integrity, We are committed, We work as a team.

Culture

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability.

Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP.

By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

About the ODPP's Legal Practice

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. The legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
- conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
- managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
- taking proceedings which arise under the Criminal Property Confiscation Act 2000
- prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
- providing high level assistance to the WA Police Prosecuting Division
- prosecuting some charges at Magistrates Court
- considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia

Job Description

KEY RESULTS AREA	OUTCOMES
Contracting and Procurement	<ul style="list-style-type: none"> • Acts as key liaison officer for the Department of Treasury and Finance, WA Government and responsible for implementation and communication of new initiatives and changes to purchasing guidelines. • Conducts procurement planning for consultation with the organisation and financial services team for both recurrent expenditure and Strategic Asset Plan capital investment. • Prepares and manages annual procurement audit and reporting including Whole of Government reports. • Ensures the Agency procurement and contracts compliance under the Western Australian Procurement Rules, and internal ODPP policy and procedures. • Assist, support, and initiates (where applicable) procurement processes including development of Request documents, manages tender evaluation processes, including the preparation of evaluation reports, recommendations and associated correspondence ensuring compliance with all relevant policies and procedures. • Assist and develop, key performance indicators (KPI), reporting requirements to evaluate and report on contract performance agreements. • Monitors, evaluates, and reports on contract milestones, adherence to Key Performance Indicators (KPIs), performance metrics, and outcomes. • Participates in procurement processes, and interacts with agencies connected the procurement outcomes including Insurance Commission of Western Australia (ICWA) and the State Solicitors Office (SSO). • Assists in the development, implementation, and ongoing management of strategies to ensure that stakeholder relationships are effectively maintained.
Business Integration	<ul style="list-style-type: none"> • Provides advice, assistance and training to managers on contract management and procurement requirements and business case submissions with views of achieving sound business practices • Develops cooperative working relationships with internal and external stakeholders to ensure successful achievement of projects and procurement processes ensuring compliance with legislation, policy and business requirements • Creates and maintains a Business partnering relationship with Directors and key stakeholders to robust business processes and capability for procurement and contracting functions. • Design, develop and deliver policies, procedures and guidelines including training and education programs for procurement and contract management.
Process and Systems Efficiency	<ul style="list-style-type: none"> • Maintains and register contracts activities on the Procurement and Contract Register and associated sub registers required under government policy or best practice. • Assists with the development of procurement policies, standards, process improvements and guidelines. • Contributes to the development of divisional strategies and policies as they relate to procurement and contracting. • Monitors and ensures compliance with Government, agency and public sector policy and processes including conducting education and awareness raising sessions.
Workplace Behaviours	<ul style="list-style-type: none"> • Demonstrates ethical behaviour in all dealings with colleagues and stakeholders.

	<ul style="list-style-type: none"> • Complies with the Public Sector Code of Ethics and the ODPP's Code of Conduct. • Demonstrates commitment to the core values of the ODPP.
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Work Related Requirements

Essential:

COMPETENCY	DESCRIPTION
Procurement and contract governance skills	<ul style="list-style-type: none"> • Demonstrated experience in the provision of expert strategic advice and direction regarding government procurement, systems, reports, policies, legislation and procedures including: <ul style="list-style-type: none"> • Identification and implementation of procurement reform initiatives. • Skills and abilities in overseeing contract formation, request for tender, request for quote, Common Use Agreement's, MOUs, contract extensions and variations, and agency specific agreements. • Provides specialist advice to clients, contractors and suppliers on procurement planning, contract development and management issues, including contract renewal and extension strategies. • Knowledge and experience in the development of effective processes to facilitate compliance requirements, including risk registers and routine reporting ensuring appropriate governance is applied to contracts and procurement. • Develops high risk contracts, including procurement planning, tender documentation and evaluation, and contract formation, in consultation and negotiation with stakeholders. • Ability in risk management including understanding risk assessment and management strategies for procurement processes.
Analytical and conceptual skills	<ul style="list-style-type: none"> • Demonstrated ability to collect, analyse and interpret contractual and procurement data and information to report on financial and physical resources. • Ability to develop, implement and evaluate projects to achieve outcomes. • Conceptual ability including the ability to construct models and frameworks and to translate these for everyday implementation. • Demonstrated ability to develop practical and innovative solutions to complex and sensitive problems, that progress business priorities and effectively manage risk. • Knowledge of purchasing and invoice processing requirements in a Government Agency environment aligned with WA State Procurement Framework and Treasurers Instructions (TI).

	<ul style="list-style-type: none"> • Develops and manages a variety of reports across the branch and undertakes data analysis.
<p>Business relationships, Communications and interpersonal skills</p>	<ul style="list-style-type: none"> • Demonstrated ability to establish and manage workplace relationships and networks whilst upholding organisational values. • High standard of oral and written communication skills including the ability to liaise and negotiate with, and influence, both internal and external clients at all levels. • Ability to collaborate, negotiate and influence engagements with key procurement, risk, legal agencies associated with the delivery of effective procurements and contract managers. • Demonstrated ability to analyse information and concepts and communicate recommendations and negotiate with others. • Consults, negotiates and maintains effective relationships with stakeholders in order to resolve complex contractual disputes.

Desirable:

COMPETENCY	DESCRIPTION
<p>Qualifications</p>	<ul style="list-style-type: none"> • Adequate experience and possession of or progress toward a relevant tertiary qualification in business, procurement, finance, law, or project management disciplines.

Certification

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

Signature

Date