



Department of Biodiversity,
Conservation and Attractions

**ROTTNEST
ISLAND
AUTHORITY**

Job Description Form

Position Details

Position Title: Manager Procurement & Project Reporting	Position Number: RIA3165920	Level: Level 6
Division: Corporate Services	Branch: Corporate Services	Section: Finance & Procurement
Employment Agreement: PSA 1992 / PSCA 2024	Location: Fremantle (commuting as required)	Effective Date: 12 January 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

 Integrity <i>Commitment to knowing and doing what is right</i>	 Collaboration <i>Commitment to team, partnership and the support of others</i>	 Accountability <i>Commitment to being transparent, taking ownership and personal responsibility</i>	 Respect <i>Commitment to the respect of people, culture and place</i>	 Excellence <i>Commitment to quality, innovation and continuous improvement</i>
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Reporting Relationships

Position Title Chief Financial Officer (CFO)	Level/Grade 8	↔	Position title Manager Finance Principal Financial Analyst	Level 7 7
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Contracts and Procurement Officer	5	0

About the Role

The Manager Procurement & Project Reporting provides strategic procurement and contract management advice and support to business areas across the Authority. This role also ensures compliance with the Authority's Project Management Framework and is responsible for all Project reporting.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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Responsibilities

Procurement

- Reviews all procurement tender and quotation documentation, evaluation reports and contract formation in consultation with stakeholders to ensure compliance with Western Australian Procurement Rules and RIA procurement policies.
- Manages the procurement workload to ensure all deliverables are met on a timely basis, including supervision of the Procurement Officer.
- Oversight and reports on compliance with relevant legislation, Western Australian Procurement Rules, all government related procurement policies, agency directions, and other internal policies
- Undertakes reviews of procurement processes and policies as required.
- Assists with Directorates with the establishment of agency specific panels.
- Responsible for the development of procurement policies, standards, templates (including contracts), guidelines, and process improvements.
- Develops and provides training related to procurement matters, raising awareness of the procurement process.
- Responsible for all procurement reporting including external reporting requirements eg Strategic Forward Procurement Plan, Who Buys What and How.
- Liaises with other agencies and key stakeholders on procurement matters.

Project Management

- Develops and delivers training related to the project management framework.
- Monitors and reports on the Authority's Project Management Framework is adhered to including project gateways.
- Co-ordinates and reviews monthly project reports from each Directorate and prepares summary paper for Board meetings, highlighting projects that are at risk in terms of time or budget.
- Responsible for developing project management policies, standards, templates, guidelines, and implementing process improvements.

Other

- Undertakes other duties as directed.

Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required:

1. Demonstrated experience in end-to-end procurement processes including ensuring procurement documentation, evaluation reports and contract documentation comply with procurement policies, procedures and guidelines, preferably within the Western Australian public sector.
2. Demonstrated experience in the development of procurement policies, standards, templates (including contracts), guidelines, and process improvements, preferably within the Western Australian public sector.
3. Highly developed written and oral communication skills, with the ability to review complex procurement documents, prepare various types of reports (word, excel, dashboards) and provide training.

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4. Excellent interpersonal and negotiation skills, with the ability to consult effectively at senior levels and provide appropriate procurement advice.
5. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

Desirable

1. Possession of a relevant tertiary qualification.

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions None <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

The details contained in this document are an accurate reflection of position.

Division Head	Executive Director
Signature: 	Signature: 
Date: 08/01/2026	Date: 2/1/2026