



## CATEGORY SPECIALIST

## Position Number: Various Level: 5

**ANZSCO: 224999**

## JOB DESCRIPTION FORM

## THE ROLE

The Category Specialist supports the optimisation of value from categories within the portfolio, including through analysis of spend, identification of opportunities, delivery of agreed sourcing strategies, and contract and risk management activities, to meet business goals. They also report on category performance and manage low and medium risk contracts and supplier relationships.

## REPORTING RELATIONSHIPS

## ORG STRUCTURE:

## Corporate Services

## Asset Management Executive

## Strategic Procurement

### THIS ROLE REPORTS TO

### Senior Category Manager (Various)

Level: 7

#### POSITIONS THAT REPORT TO THIS ROLE

Nil

## POSITION INFORMATION

## LOCATION:

Cockburn Central

## SPECIAL CONDITIONS:

The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

## SPECIFIC RESPONSIBILITIES

*DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.*

### Develop Category Strategies to Maximise Value

- Identify opportunities and develop sourcing strategies for categories under management to optimise value for money outcomes for the Department and meet stakeholder needs and expectations.
- Research and analyse spend within the portfolio, including external analysis of supply markets and supplier trends, to identify opportunities to drive value and mitigate risk.
- Effectively engage business clients to understand user needs, and anticipate trends and opportunities in a client's operations, to inform category strategies.
- Under the direction of the Senior Category Manager, lead the delivery of specific sourcing activities within a cross-functional team, working with key stakeholders to achieve sourcing objectives.
- Measure, monitor and report on benefits secured from purchasing projects under management.

### Demonstrate Expertise in Sourcing and Contracting Management

- Develop sourcing strategies for low-to-medium risk procurements and oversee and support business areas for procurements valued under \$250,000 in accordance with the requirements of the WA Procurement Act and Department policies.
- Develop sound business relationships with DFES stakeholders, government agencies and industry to deliver sourcing strategies.
- Manage low-to-medium risk contracts within the portfolio in accordance with the Western Australian Contract Management Framework Principles (WACMF) and ensure compliance with contract and service agreements.
- Contribute to improved procurement, purchasing and ordering mechanisms, to deliver efficient and professional customer experience.
- Build and sustain productive relationships with DFES' suppliers and position DFES as a good Customer with whom to do business.
- Practice procurement and contracting good governance, including contract expenditure and performance reporting, recordkeeping, information security, commercial confidentiality, handover and close-out.
- Provide advice and guidance on all aspects of branch policy and processes.

### Contribute to an Effective Team

- Practice resilience and contribute to a learning team culture, to achieve personal and branch goals.
- Manage change proactively and with self-awareness and effectively facilitate new business initiatives.
- Promote Category Management as a Department-wide purchasing philosophy through participation in cross-functional teams and a commitment to professional development.

### Other

- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- Undertake other duties as required.

## EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
<b>Lead collectively</b>	Seek and build key relationships, work together and focus on the greater good.
<b>Think through complexity</b>	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
<b>Dynamically sense the environment</b>	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.
<b>Deliver on high leverage areas</b>	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
<b>Build capability</b>	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
<b>Embody the spirit of public service</b>	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
<b>Lead adaptively</b>	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

## SELECTION CRITERIA

*Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.*

### ESSENTIAL CRITERIA

1. Experience in Category Management, including direct or relevant experience in:
  - a. Spend Analysis
  - b. Industry/Market Knowledge and Analysis
  - c. Procurement planning and delivery of sourcing initiatives
  - d. Supplier Management or Contract Management
2. Engages effectively to build customer confidence. Able to identify key business requirements, issues, risks and opportunities and develop solutions in a consultative capacity.
3. Demonstrates professional expertise, personal responsibility, and resilience, to manage change, balance competing pressures and optimise personal performance.

## CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	06/11/2019	11/11/2019	Tarin Paniora
Vs 2.0	Updated	08/06/2020	08/06/2020	Tarin Paniora
Vs 3.0	Template update only		24/10/2023	Tasha McMenamin
Vs 4.0	Leadership Expectations	19/06/2025	19/06/2025	Andrea Dawson
Vs 5.0	Position Title Update	30/09/2025	30/09/2025	Andrea Dawson