



Position Description

Position Title:	Senior Tenders Officer	Classification Level:	4
Position Number:	Generic	Reports to:	Manager Tendering Services, L6
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	Inform and Improve / EIM Business Improvement and Governance	Location:	Perth Metropolitan Area

Role Summary

The Senior Tenders Officer provides tender delivery and administration services and oversees the opening and closing of Tenders. This position also provides advice and support to clients in the preparation of tender documents and conducts assessments of all tender submissions for compliance with Department and Government policies, procedures and legislative requirements. In addition, the Senior Tenders Officer prepares advice to unsuccessful tenderers, prepares formal instruments of agreement and coordinates the signing of contract documents on behalf of the Minister for Works and provides support in the management of security documents.

Responsibilities

- Provide tender delivery and administration services for Works and Goods and Services to clients including:
 - Checking the content and confirming accuracy, emailing information to relevant internal parties for subsequent action and the loading of State Government Tender advertising requests onto Tenders WA;
 - Distribution and management of tender documents;
 - Reviewing addenda and ensuring provision of all required information;
 - Opening of tender submissions and distribution of results;
 - Evaluating all tender submissions for compliance with Government agency's policies and guidelines (Buy Local, Aboriginal Business Employment Tendering Preference (ABETP));
 - Contribute to the development of tendering systems and processes; and
 - Manage the publishing of contract award details on Tenders WA.
- Prepare advice to unsuccessful tenders.
- Prepare formal instruments of agreement and coordinate the signing of contract documents under delegated authority on behalf of the Minister for Works.
- Analyse tendering and contractual award risk and provide advice to management on mitigation strategies.
- Provide feedback to internal staff, contractors, and consultants on tendering issues.
- Respond to telephone, email and counter enquiries.
- Contribute to the development of Tendering Services systems and processes.
- Produce business activity reports and provide statistical information for senior management and undertake audit activities when required.
- Ensure tender processes are transparent, defensible and administered according to best practice, and that probity and ethical standards are promoted and maintained at all times.



- Manage the storage and retention of signed contracts in accordance with legal requirements and Government policy.
- Provide a quality assurance service prior to release of tender documentation.
- Provide support and quality assurance in the management and registration of contract security documents in accordance with Treasurer's Instruction 811.
- Provide advice and support to clients in the preparation of tender documents, evaluation reports and contracts awards in accordance with Department and Government policies, procedures and legislative requirements.
- Contribute to the effective development and implementation of communication strategies to facilitate continuous improvement and to promote the tendering functions of the Department.
- Foster best practice, innovation and continuous improvement and a culture of quality client service within the Tenders Office.
- Respond to internal and external enquiries regarding tender management.
- Complete other tasks and projects allocated in response to Tendering Services business and service delivery priorities.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as directed.

Essential Requirements

- Demonstrated experience in tendering management practices, policies and procedures.
- Sound communication, interpersonal skills and the ability to deliver a customer-centric service.

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: D. Giles, August 2025

Classification Evaluation Date: September 2019