



# Procurement Manager

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Finance and Business Services

**Directorate / Command / District / Division:**

Strategic Procurement and Contracts Division

**Work Unit:****Position Description Number:**

Generic 408

**Level:**

Level 6

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**Employment Conditions**

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Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various dependent on operational needs

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**Position Objective**

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Develops high risk contracts for goods, services and works, including information and communications technology and community services. In consultation with internal and external stakeholders, provides specialist advice on procurement and contract governance, aligned to the agency's procurement delegation schedules.

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**Role of Work Unit**

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The Strategic Procurement and Contracts Division is responsible for strategic and operational support for the planning, forming and management of contracts with, or grants to, external service providers who provide goods or services, including works, in the pursuit of the Western Australia Police Force objectives. The division manages all aspects of the relationship with clients including the development of appropriate operational policies, the provision of expert advice on state supply, contract management and quality assurance requirements, the allocation of contracts and grants, and monitoring of contract performance against outcomes. The division is also responsible for the collection and entry of data to support compliance with statutory and other reporting requirements.

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**Reporting Relationships**

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This position reports to:

- Senior Procurement Manager, Level 7

Direct reports to this position include:

- Varies depending on the contractual environment

Total number of positions under control: Varies depending on the contractual environment

Position Title: Procurement Manager	Level: Level 7	Position Number: Generic 408
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## Key Accountabilities

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### 1 Contract Development and Governance (95%)

- 1.1 Develops high risk contracts, including procurement planning, tender documentation and evaluation, and contract formation, in consultation and negotiation with stakeholders.
- 1.2 Conducts business planning and scopes each allocated project, including identifying and progressing new contract opportunities.
- 1.3 Mentors, coaches and develops team members as required.
- 1.4 Oversees staff activities of the project team, including quality controlling work, to ensure provision of a high-level service to the agency.
- 1.5 Provides specialist advice to clients, contractors and suppliers on procurement planning, contract development and management issues, including contract renewal and extension strategies.
- 1.6 Develops alliances between contractors, suppliers and stakeholders.
- 1.7 Assists with the development of procurement policies, standards, process improvements and guidelines.
- 1.8 Contributes to the development of performance indicators.
- 1.9 Provides advice on contract governance.
- 1.10 Consults, negotiates and maintains effective relationships with stakeholders in order to resolve complex contractual disputes.
- 1.11 Prepares reports and delivers presentations related to procurement matters and raises awareness of the procurement process.
- 1.12 Contributes to the development of divisional strategies and policies as they relate to procurement and contracting.
- 1.13 Monitors and ensures compliance with government, agency and public sector policy and processes including conducting education and awareness raising sessions.
- 1.14 Provides proactive and timely advice to stakeholders including government agencies, industry and the community in relation to procurement and contracting issues.

### 3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

Dependant on local level business needs, it is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position.

## Work Related Requirements

### Essential

### Context in which work related requirements will be applied and or general standard expected.

Procurement and Contract governance skills

Undertaking high risk contract development. Working within a complex contracts and procurement environment. Managing and mentoring team members.

Communication and negotiation skills

Preparing complex procurement and technical documents. Consulting effectively at all levels in the private and public sectors. Providing procurement advice and guidance. Negotiating, liaising and consulting on tenders and contracts.

Research, analytical and conceptual skills

Conceptualising solutions and making recommendations. Participating in developing procurement policies, standards and process improvements.

Ability in risk management

Understanding risk assessment and management strategies for procurement processes.

Knowledge of Government Procurement policies, issues and strategic directions

Understanding procurement policies, procedures and legislation including the *Procurement Act 2020* and WA Procurement Rules.

### Desirable

Possession of or progress toward a relevant tertiary qualification

In business, finance, law or procurement.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Others**.

## Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design officer Organisational Design and Analysis	Julie Norrish	06/11/2024
Chief Procurement Officer Strategic Procurement and Contracts Division	Gary Dewhurst	20/05/2024