



Procurement Support Officer - Level 3 (GRS26003)

Group:	<i>Corporate Services and Transformation</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>Finance</i>	Supervises:	<i>0</i>
Branch:	<i>Procurement and Contracts</i>	Reports to:	<i>Procurement Compliance Officer</i>
Section:	<i>NA</i>		

Operational Context

The Finance Directorate strives for best practice in the delivery of financial planning, management, accounting services, procurement and contract management for the Department. The Branch also provides strategic advice, guidance and reporting, to support operational groups in achieving their corporate and Government objectives.

Role Overview

This position is responsible for administering general procurement management processes, monitoring purchasing across the department, identifying potential areas of risk and compliance exposure and recommending corrective strategies.

Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Provides advice, assistance and support to stakeholders in the procurement process for low value, low risk procurement in compliance with the departments and government procurement policies and procedures.
 - Provides general advice to business areas on appropriate supply mechanisms for general procurement, including defining outcomes, specifications, market research, spending approvals and timeframes.
 - Provides advice to clients, contractors and potential suppliers on routine procurement planning, contract development and contract management, including contract renewal and extension strategies.
 - Applies existing guidelines to prepare, action and record general correspondence, corporate documentation, briefings, reports and proposals relating to procurement activities.
 - Creates and amends system generated purchase orders for new contracts.
 - Reviews and reports on purchase order status as required.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
 - Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated interpersonal and written communication skills, with experience working with and maintaining relationships with a range of stakeholders.
- Demonstrated experience in interpreting and applying government procurement legislation, policies and procedures including competitive processes.
- Demonstrated experience with computerised purchasing systems and processes.
- Demonstrated experience in supporting contract development, administration and/or project management activities.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You acknowledge the relationship between your work and the value it contributes to your team.
- **Think Through Complexity** - You use information and analysis to initiate problem resolution and seek guidance as necessary.
- **Dynamically Sense The Environment** - You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.
- **Deliver on High Leverage Areas** - You identify the tasks and priorities of your work that are in line with the priorities of your team.
- **Build Capability** - You recognise your role in and contribution to creating a healthy culture in your team environment.
- **Embody The Spirit of Public Service** - You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
- **Lead Adaptively** - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.

This position reports to:

Procurement Compliance Officer

Position No: MIS25044 Classification: L5

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check

Approved Date

20-JAN-2026