



## Position Description

<b>Position Title:</b>	Senior Procurement Manager	<b>Classification Level:</b>	7
<b>Position Number:</b>	Generic	<b>Reports to:</b>	Various
<b>Directorate:</b>	Buildings and Contracts	<b>Supervises:</b>	Various
<b>Branch/Section:</b>	Various	<b>Location:</b>	Perth Metropolitan Area

## Our Values

<p><b>Empathy</b> We listen and understand all perspectives and are fair, authentic and compassionate</p>	<p><b>Clarity</b> We are clear on our purpose and role, and how we develop, inspire and improve</p>	<p><b>Accountability</b> We act with integrity and courage, embracing our collective responsibility and honouring our commitments</p>	<p><b>Respect</b> We treat everyone with dignity, recognise contributions, foster collaboration and value diversity</p>
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## Role Summary

The Senior Procurement Manager provides professional procurement advice to clients and business units across the Department of Housing and Works (DHW) and develops and / or manages complex and high-risk whole of government or departmental contracts. This involves developing business cases and procurement plans, tender documents and evaluation reports, and contract management plans, as well as negotiation and consultation with stakeholders.

The position will manage DHW's procurement service offerings to provide expert support and advice for all types of procurement including goods, services and works. defining and facilitating better practices; working closely with stakeholders and contract managers and teams to ensure compliance with the DHW's standards, processes and procedures.

## Responsibilities

- Provide professional procurement advice to clients and, develop and / or manage complex and high-risk departmental and whole of government contracts, procurement planning, tender documentation and evaluation, contract formation and contract management in consultation and negotiation with stakeholders and suppliers.
- Conduct business planning and scope each allocated project, including identifying and progressing new contract development opportunities and participation in re-engineering of contracts.
- Provide specialist advice on complex contract development and management issues.
- Develop alliances between contractors, suppliers and stakeholders.



- Initiate and contribute to the development of procurement policies, standards, process improvements and guidelines, ensuring policies are relevant and current to DHW requirements.
- Provide contract management advice relating to complex and high-risk contracts, including the development of contract management plans.
- Lead the development and implementation of efficient and effective, policies and information systems in the areas of contracts, purchasing and strategic procurement, coordination of audit requirements and other general administration areas.
- Develop performance indicators and evaluate and report on contractor performance.
- Liaise with stakeholders and suppliers in order to resolve complex contractual disputes.
- Ensure the contract register is up to date and accurate.
- Prepare and control contract documentation including the negotiation of variations within the contract.
- Assist with the overall management/leadership of the function, which may include managing multiple teams.
- Develop and mentor new staff.
- Contribute to the development of strategies and policies as they relate to procurement and contracting.
- Ensure compliance with procurement and contract and records management activities.
- Monitor and ensure compliance with Government, agency and public sector policy and processes and facilitate education and awareness raising where appropriate.
- Provide proactive and timely advice to relevant executive members, senior staff and other stakeholders in relation to procurement and contracting issues.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Others.
- Perform other duties as required.

### **Essential Requirements**

- Demonstrated expert support and advice on procurement and contract management for goods, services and works contracts, defining and facilitating better practices.
- Demonstrated extensive experience in complex, high-risk contract development and/or management.
- Demonstrated high-level written skills with the ability to prepare complex procurement and technical documents working closely with stakeholders and contract managers and teams to ensure compliance with the 's standards, processes and procedures. High-level interpersonal and negotiation skills and demonstrated ability to influence effectively and lead the delivery of a customer-centric service.

### **Desirable Requirements**

- Possession of a relevant tertiary qualification, or specifically in Strategic Procurement.
- Extensive knowledge of Government Procurement policies, issues and strategic directions.



## 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 **Leading Others** 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: M. Trbojevic, Human Resources Consultant, March 2026

Classification Evaluation Date: November 2019