



Manager Procurement Services

Level 7 (MPE25610)

Group:	Dept of Mines, Petroleum and Exploration	Location:	East Perth – Mineral House
Division:	Finance and Procurement	Supervises:	3
Branch:	Finance and Procurement	Reports to:	Director Finance
Section:	NA		

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 This position leads and manages an effective and efficient procurement function, including contract formation, procurement strategy and policy, compliance and client liaison. The position provides strategic procurement advice to senior management and the Executive and identifies, evaluates and analyses spend data.

Building Leadership Impact as a Leading Leaders

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this Leadership in this context is about getting results through leaders and their teams in a single business area, and by influencing leaders in other business areas.

Role Responsibilities

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

- Provides input to the development and implementation of operational plans and strategies for the Branch.

- Provides input to and supports the Chief Financial Officer in the development of relevant solutions that are consistent with Legislation and Department of Finance Procurement and Contract Management requirements.
- Leads and manages the activities of the Procurement Services Section including financial and human resources.
- Leads the oversight and facilitation of procurement, contract formation and contract management in accordance with Legislation and Department of Finance requirements.
- Leads, develops and manages the delivery of effective, efficient and timely procurement services for internal and external stakeholders of the Department.
- Sets and clearly communicates performance expectations (KPIs) with direct reports, monitors and regularly provides feedback.
- Develops and upholds relationships with internal and external stakeholders to remain abreast of emerging trends and developments that support contemporary and innovative procurement and contract management practices within Government.
- Supports all stakeholders to access and use procurement and contract management processes and procedures required to facilitate compliance and good governance.
- Represents the Department on forums, committees and working groups.
- Continuously reviews procurement and contract management, systems and processes with a view to improving business outcomes and ensuring compliance with statutory obligations and Department requirements.
- Actively supports staff development opportunities, provides mentoring and career guidance to staff.
- Ensures staff are skilled in their abilities to provide the services and support required.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate 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 or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Performs other duties as directed.

Role Specific Requirements

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

- Demonstrated experience in leading and managing a team to deliver a broad range of contemporary procurement and contract management services in a medium to large organisation including Contract Planning, Contract Formation, Contract Implementation and Risk Assessment.
- Demonstrated working knowledge of the Procurement Act 2020, Treasurers Instructions and relevant Department of Finance Procurement Rules.
- Strong negotiation skills in relation to contract departures and disputes with a high level of interpersonal, communication, relationship building and consultative skills and an ability to build and maintain effective working relationships at all levels.
- Appropriate tertiary qualifications or significant progress towards an appropriate tertiary qualification would be an advantage.

Expected Leadership Behaviours

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

- **Lead Collectively** - You contribute to achieving the outcomes of your agency and understand the impact on the sector.
- **Think Through Complexity** - You apply your knowledge and expertise to understand problems from parallel perspectives so you identify fit for purpose solutions.
- **Dynamically Sense the Environment** - You consider your solutions carefully, exploring the wider impact of your decisions on your business area and the broader operations of the agency.
- **Deliver on High Leverage Areas** - You focus on embedding best practice approaches and systems aligned to your agency.
- **Build Capability** - You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency.
- **Embody The Spirit of Public Service** - You lead by example and understand the principles of good corporate governance, implementing your plans and procedures accordingly.
- **Lead Adaptively** - You lead adaptively by proactively seeking learning opportunities to extend the knowledge, skills and expertise that support your current and future development needs.

This position reports to:

Director Finance – Level 9 (MPE25587)

Positions reporting to this Role:

TBA

Position Conditions:

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

- The holder of this position exercises delegated statutory powers

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

15-DEC-2025