

## Position description – Contracts and Procurement Coordinator

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### Job details

<b>Position number:</b>	8043	<b>ANZSCO:</b>	591113
<b>Classification:</b>	Level 5	<b>Business Unit:</b>	Finance
<b>Leadership Context:</b>	Personal Leadership	<b>Report to:</b>	Contracts and Procurement Lead
<b>Date updated:</b>	18 March 2026	<b>Direct Reports:</b>	Nil

### About the role

As an organisation, we incorporate our values into everything we do and support a diverse and inclusive work environment. We recognise that unique perspectives, ideas, and contributions help strengthen and build our team, which ultimately benefits our members.

GESB's purpose is to help members achieve a quality retirement. We do this by responsibly managing their retirement savings, delivering competitive long-term investment returns and offering relevant support so they can make informed decisions.

The Contracts and Procurement Coordinator is responsible for coordinating the effective delivery of procurement and contract services to support the organisation's operations and strategic priorities, in accordance with the Western Australian Government procurement framework, and relevant legislation.

The role ensures value for money, probity, compliance, and effective supplier performance management while supporting operational and strategic procurement outcomes for the organisation.

Reporting to the Contracts and Procurement Lead, you will be part of the Contracts and Procurement team that sits within the broader Finance business unit.

This business unit is responsible for investment operations, contracts and procurement, management accounting, budgeting and forecasting, payables and receipts, financial reporting and tax. This business unit also engages tax, actuary and audit consultants who provide assurance of outputs, and advice to improve those outputs where appropriate.

### Responsibilities

The Contracts and Procurement Coordinator:

## Leadership

- Ensures procurement and contract activities align with Western Australian Procurement Rules issued under the Procurement Act 2020.
- Leads and oversees probity-compliant evaluation processes
- Supports and contributes to internal and external audit processes
- Identifies, manages, and mitigates procurement and contractual risks
- Provides authoritative advice on procurement policy and governance requirements

## Management and support

### Procurement coordination

- Coordinates end-to-end procurement processes, including Request for Quote (RFQs), Request for Tender (RFTs), panel arrangements
- Prepares tender documentation in line with WA Government procurement guidelines
- Conducts market analysis and supplier engagement activities
- Manages evaluation processes, including probity compliance

### Contract coordination

- Drafts, reviews, and administers contracts and variations
- Assists in defining and reviewing contract performance requirements, KPIs, deliverables, and milestones
- Manages contract registers and reporting systems
- Resolves supplier performance issues and disputes where required

### Compliance & records

- Maintains accurate procurement records and audit documentation
- Provides advice on procurement policy and governance requirements

## Communication and stakeholder liaison

- Provides procurement and contract management advice to internal business units
- Liaises with suppliers, vendors, and service providers throughout procurement and contract lifecycles

## Other accountabilities

- Maintains an awareness of contemporary issues and knowledge of relevant legislation, standards and best practice relevant to the role
- Promotes and models behaviour consistent with GESB's values, Code of Conduct and the WA Public Sector Code of Ethics
- Operates within GESB's Governance Framework, relevant policies and procedures, and other legislative requirements in accordance with the role
- Performs other duties as required that support GESB's operations and strategic priorities

## Leadership expectations

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At GESB, we believe all our people are leaders and displaying leadership behaviours in the context of your role helps us achieve our purpose, vision and mission, while building a positive and supportive workplace.

Leadership Expectations provide a clear explanation of the expected leadership behaviours for all employees.

The leadership expectation for this role is Personal Leadership. Leaders in this context make a direct and immediate difference to GESB. They work within a defined area of responsibility, and with personal accountability, to deliver results that support their team and the organisation to deliver our strategic objectives.

## Work related requirements

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- Demonstrated experience working within a complex contracts and procurement environment, preferably within government supply frameworks (or equivalent), with a strong understanding of relevant policy and legislative requirements
- Demonstrated strong written communication skills, with the ability to effectively communicate procurement issues to stakeholders, as well as prepare procurement and technical documents
- Well-developed research, conceptual and analytical skills including the ability to provide innovative solutions to complex procurement and contracting issues
- Demonstrated commitment to working as part of a team, contributing positively to a supportive, high-performing work environment and actively sharing knowledge and expertise
- Demonstrated ability to successfully manage multiple procurement activities simultaneously
- Knowledge of WA Government procurement policies and frameworks desirable
- Tertiary qualification in a relevant field is desirable

## Special requirements

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To be eligible for appointment to the **Western Australian public sector**, successful applicants must provide documentary evidence of their:

- **Date of birth**
- **Work eligibility in Australia:** Certificate of Australian citizenship, evidence of permanent resident status, an entitlement to live and work indefinitely in Australia (applies to permanent appointments) or temporary visa with entitlement to work (applies to fixed term appointments)
- **National Police Clearance:** successful applicants will be required to undergo a National Police Clearance at GESB's expense
- **Essential qualifications:** as specified in the position description

## Acknowledgement of Country

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GESB acknowledges the Traditional Owners of the land on which we stand. We pay our respects to Elders past and present. Through the waters we wade, the air we breathe, the lands on which we live and travel, we honour the presence of these ancestors. It's because of their strength and resilience that we continue to stay strong and connected to their culture.

Today, we walk proudly in the footsteps of those who came before us — the Whadjuk people of the Noongar Nation — and extend our respect to all Aboriginal and Torres Strait Islander peoples whose lands we travel across. When travelling, we acknowledge the Traditional Owners of the land we are on.