



Procurement Governance Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Finance and Business Services

District / Branch:

Strategic Procurement and Contracts Division

Work Unit:**Position Description Number:**

Generic 608

Rank / Level / Band:

Level 4

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Perth

Position Objective

Undertakes procurement governance activities and projects, including compliance monitoring and reporting activities, and develops and reviews policies, procedures, and educational materials to support the Strategic Procurement and Contracts Division.

Role of Work Unit

The Strategic Procurement and Contracts Division is responsible for providing strategic and operational support in the planning, formation and development of contracts and community services service agreements with external providers for the provision of goods, services or works in the pursuit of the WA Police Force's objectives. The Division develops and maintains procurement and contract management policies and procedures, and provides expert advice on procurement compliance and legislation, contract management and quality assurance requirements. The Division is also responsible for the collection and entry of data in to the Procurement and Contract Management system to support compliance with statutory and other reporting requirements.

Reporting Relationships

This position reports to:

- Senior Procurement Manager, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Procurement Governance 60%

- 1.1 Investigates, collates, analyses and evaluates issues, policies, practices and procedures to identify compliance and/or performance issues and risks, and provides recommendations and improvement opportunities for further consideration and/or action.
- 1.2 Develops and maintains Standard Operating Procedures (SOPs), process maps, training manuals and guidelines pertaining to procurement processes and systems for end users, and for use within the Strategic Procurement and Contracts Division.
- 1.3 Assists with the development of procurement and governance educational materials and training packages.
- 1.4 Assists with the development and review of procurements systems, policies and procedures, to ensure continued compliance with legislation.
- 1.5 Facilitates and undertakes procurement and spend analysis compliance monitoring and reporting activities including the collection and entry of data in to the Procurement and Contract Management system to support compliance with statutory and other reporting requirements.
- 1.6 Assists in internal and external audits relevant to procurement and contracts.
- 1.7 Develops and establishes key communication and working relationships, and liaises and consults with internal and external customers and stakeholders on a range of procurement and contract matters.
- 1.8 Provides advice and assistance to internal clients and other Strategic Procurement and Contracts Division staff on procurement, contracts and systems policies, procedures and governance.
- 1.9 Undertakes and assists in the management of Strategic Procurement and Contracts Division recordkeeping and archiving.

2 Project Support 35%

- 2.1 Undertakes and/or assists in procurement and contract governance and system projects, including stakeholder consultation.
- 2.2 Undertakes change management activities as required, including the planning, communication and implementation of changes, and collaborates with Divisional staff and end users to understand any impacts.
- 2.3 Undertakes procurement and purchasing activities for the Strategic Procurement and Contracts Division as required.

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 Undertakes other duties as directed.

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Work Related Requirements

Essential

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

Procurement and governance skills

Understanding procurement and governance processes, policies, legislation and procedures. Understanding government procurement policies, issues and strategic directions. Understanding the Procurement Act 2020 and relevant rules, frameworks and policies.

Analytical and research skills

Preparing and analysing procurement processes and procedures. Solving problems and lateral thinking. Identifying issues, undertaking research, evaluating findings and presenting solutions.

Communication skills

Consulting effectively at all levels in the private and public sectors. High level customer service. Preparing business correspondence and file notes.

Organisational skills

Applying time management. Prioritising work. Meeting strict deadlines under pressure.

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.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
Senior Org Design Consultant, Organisational Design and Analysis	Martine Dimond	23 June 2021
Chief Procurement Officer, Strategic Procurement & Contracts Division	Gary Dewhurst	30 June 2021