



Senior Procurement Manager

POSITION DESCRIPTION FORM

Region / Portfolio:

Finance and Business Services

Directorate / Command / District / Division:

Strategic Procurement and Contracts Division

Business/Work area:**Position Description Number:**

Generic 519

Level:

Level 7

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: East Perth

Position Objective

Leads and directs a specialist procurement team responsible for providing technical and strategic advice and support for the development and administration of all procurement and contract governance activities for the Western Australia Police Force.

Role of Work Unit

The Strategic Procurement and Contracts Division is responsible for strategic and operational support for the planning, forming and management of contracts with, external service providers who provide goods or services in the pursuit of the WA Police Force's objectives. The division manages all aspects of the relationship with clients including the development of appropriate operational policies, the provision of expert advice on state supply, contract management and quality assurance requirements, the allocation of contracts and monitoring of contract performance against outcomes. The division is also responsible for the collection and entry of data to support compliance with statutory and other reporting requirements.

Reporting Relationships

This position reports to:

- Chief Procurement Officer, Level 8

Direct reports to this position include:

- Varies, depending on operational demand

Total number of positions under control: Varies, depending on operational demand

Position Title: Senior Procurement Manager	Level: Level 7	Position Number: Generic 519
---	-------------------	---------------------------------

Key Accountabilities

1 Contract Development and Governance (50%)

- 1.1 Manages the development and implementation of complex and high-risk contracts, including procurement planning, tender documentation and evaluation, contract formation, in consultation with stakeholders.
- 1.2 Conducts business planning and scopes each allocated procurement, including identifying and progressing new contract development opportunities.
- 1.3 Provides specialist advice to clients, contractors and suppliers on procurement planning, contract development and management issues, including contract renewal and extension strategies.
- 1.4 Assists with the development of procurement policies, procedures, standards, process improvements and guidelines and prepares timely and accurate procurement reports.
- 1.5 Contributes to the development of performance indicators.
- 1.6 Provides advice on contract governance.
- 1.7 Analyses and prepares procurement and contract management reports.
- 1.8 Represents the portfolio on committees and working groups to provide professional procurement planning advice.
- 1.9 Ensures compliance with procurement, purchasing, contract administration and records management activities.
- 1.10 Manages the procurement and contract management system and analyses procurement reports.
- 1.11 Delivers user training in the procurement and contract management system.
- 1.12 Monitors and ensures compliance with government, public sector and the agency policy and procedures and facilitates education and awareness raising.

2 Leadership and Management (25%)

- 2.1 Manages staff activities of the team to ensure the provision of a high-quality service.
- 2.2 Assists with the overall management/leadership of the division which includes managing multiple groups and developing and mentoring staff.
- 2.3 Develops divisional strategies and policies as they relate to procurement and contracting.
- 2.4 Implements strategies to ensure high quality procurement planning services are provided to customers.

3 Stakeholder Management (20%)

- 3.1 Develops alliances between contractors, suppliers and stakeholders.
- 3.2 Consults, negotiates and maintains effective relationships with stakeholders.
- 3.3 Provides proactive and timely advice to the Director (Finance and Business Services), Chief Procurement Officer and other stakeholders in relation to procurement and contracting issues.

4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably
- 4.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 4.3 Undertakes other duties as directed.

Position Title: Senior Procurement Manager	Level: Level 7	Position Number: Generic 519
---	-------------------	---------------------------------

Specialist Prerequisite(s)

Dependent on local level business needs, it is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position.

Work Related Requirements

Essential

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

Leadership and management skills	Influencing staff. Setting goals and implementing strategies to achieve them. Motivating staff to perform effectively.
Procurement/contract management skills	Dealing with complex, high-risk contract development and/or management. Understanding procurement issues, policies, procedures and legislation including the <i>Procurement Act 2020</i> and WA Procurement Rules. Understanding practices, trends, techniques and best practice in procurement and purchasing.
Risk management skills	Identifying and developing risk assessment and management strategies, including mitigating risk for procurement processes in a large agency.
Research, analytical and conceptual skills	Researching and analysing information. Analysing implications of contracts and tender proposals. Undertaking policy formulation. Thinking creatively and laterally to provide high quality, future focussed results.
Communication and negotiation skills	Negotiating and liaising effectively with key internal and external stakeholders/providers. Communicating effectively with diverse audiences. Influencing others and using judgement. Contributing to the negotiation of complex contracts and resolution of complex business issues.

Desirable

Possession of, or progress toward a relevant tertiary qualification In business, finance, law or procurement.

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.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Leaders**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Pamela Soares	11/05/2026
Director Finance & Business Services	Vince Ianni	11/05/2026