



Position Description

Position Title:	Assistant Director Business Services / Enterprise Procurement	Classification Level:	L8
Position Number:	12077	Reports to:	Chief Finance Officer C11
Directorate:	Service and Invest	Supervises:	8 FTE
Branch/Section:	Financial Services / Business Services / Enterprise Procurement	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Assistant Director Business Services / Enterprise Procurement leads the Business Services / Enterprise Procurement team to provide business support services in the area of parking, motor vehicle fleet, corporate credit card administration, procure to pay administration, goods and services contract formation and management, and travel administration. This role also coordinates the Department's procure to pay process and provides leadership and support to staff located in Business Units.

Responsibilities

- Manage the identification, development, implementation and maintenance of Business Services policies, practices and procedures to ensure efficiency and economy of operations.
- Manage and coordinate the Department's parking, motor vehicle fleet, credit card administration, travel administration and goods and services contract formation and management.
- Coordinate the Department's purchasing management to ensure compliance with whole of government procurement requirements, policies and legislative requirements.
- Coordinate the procure to pay process across the Department.
- Manage the Department's compliance with goods and services procurement policy and provide advice on contract development and management activities.
- Develop and implement a framework to ensure the delivery of annual regulatory obligations in relation to travel, motor vehicle, parking, and procure to pay management and other compliance reporting requirements.
- Provide timely and accurate reporting and advice that meets departmental and government standards and is appropriately analysed, identify risk and recommend management strategies.



- Coordinate and prepare the Department's annual reporting on corporate credit card misuse and other compliance information as required.
- Develop policies, standards and guidelines in respect of business support services.
- Develop, implement, maintain and control standards, procedures and methods in order to promote effective and efficient business services.
- Develop and maintain relationships with key industry and client contacts, represent the Department in negotiations and consultations with other government agencies on administrative matters.
- Manage the provision of quality advice to clients and a timely customer service.
- Maintain and update knowledge of contemporary standards, practices, trends and issues in relevant work areas.
- 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

- Considerable demonstrated experience in a complex business services environment, in particular in the application of procurement, contract development and contract management strategies in the workplace.
- Proven skills in policy formulation and implementation.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.

Desirable Requirements

- Relevant tertiary qualification (e.g. Business, Commerce, Procurement).

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 the **Leading Others** (copy from previous JDF to capture link) 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: L Oversby, HR Consultant, April 2026

Classification Evaluation Date: March 2026.