



# Director Procurement and Contracts

**Branch:** Commercials, Finance and Project Management  
**Directorate:** Delivery Services - OMID  
**Position Number:** 00028211  
**Classification:** Level 9  
**Physical Location:** Perth (Stirling Street)  
**Award/Agreement:** Public Service Award & Public Sector CSA Agreement 2024

## Our purpose: Empowering a Thriving Community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

## Overview of the Directorate

Delivering projects that make a real difference to every Western Australian including new hospitals, sports, culture and entertainment centres, transport upgrades and training, justice and research facilities.

The Office of Major Infrastructure Delivery (OMID) is a centre of excellence for the planning and delivery of major infrastructure projects across the state.

OMID brings together the best of program and project management, procurement, contract management, finance, commercial, stakeholder engagement, communications, social impact strategy and governance.

OMID oversees projects of high value, high risk and/or high complexity, working collaboratively across multiple Government portfolios.

## Overall Purpose of the Role

The Director Procurement and Contracts provides strategic leadership of the procurement and contract management function within OMID and undertakes the role of Chief Procurement Officer.

The position is responsible for establishing and leading procurement governance arrangements under OMID's Agency Specific Procurement Direction (ASPD), ensuring compliant, defensible and value-for-money procurement outcomes across a multi-billion-dollar portfolio of major infrastructure projects.

The role provides authoritative commercial and procurement advice to senior executives and project leaders and exercises significant delegated authority in relation to procurement strategy, exemptions and complex contracting decision.

## Work Description

### Strategic Procurement Leadership

- Establishes and leads the procurement and contracts function for OMID, including development of procurement strategy, frameworks, policies and standards aligned to the Procurement Act 2020 and associated governance instruments.
- Administers and ensures compliance with OMID's Agency Specific Procurement Direction, including oversight of approved exemptions and alternative procurement pathways.
- Provides strategic direction for infrastructure procurement models including alliance contracting, Early Contractor Involvement, design and construct and other non-standard delivery models.
- Leads forward procurement planning aligned to the master schedule to optimise sequencing, market engagement and value for money outcomes.
- Ensures procurement activity is transparent, auditable and defensible, with robust governance, assurance and performance monitoring systems in place.

### Complex Contract Management and Commercial Oversight

- Oversees the development and management of complex, high-risk and high-value contracts across construction, professional services, ICT, advisory and related categories.
- Provides expert commercial advice on contract formation, risk allocation, negotiation strategy and dispute resolution.
- Identifies and mitigates procurement and contract risks, including commercial, legal, financial and reputational risks associated with major infrastructure delivery.
- Monitors contractor performance and ensures appropriate governance of contract variations, claims and performance issues.

### Executive Advisory and Stakeholder Engagement

- Provides high-level strategic advice to senior executives, project directors and other key stakeholders on procurement, commercial and contract management matters.
- Represents OMID in senior forums, cross-agency discussions and industry engagement relating to procurement reform and infrastructure delivery.
- Maintains strategic relationships with industry participants, contractors and suppliers to ensure effective market engagement and sustained delivery capability.

- Influences procurement and commercial decision making across multiple programs and agencies contributing to the State's major infrastructure portfolio.

**Governance, Capability and Team Leadership**

- Leads and develops a specialist procurement and contracts team, setting performance expectations and ensuring high professional standards.
- Establishes capability development initiatives to strengthen procurement and contract management maturity within OMID.
- Ensures compliance with relevant legislation, policy frameworks and corporate governance requirements.
- Contributes to organisational strategy and continuous improvement initiatives within OMID

## Work Related Requirements

The following criteria are to be applied within the context of this position, which includes alignment to DTMI's values.

### Criteria:

#### Essential:

1. Extensive experience in leading procurement and contract management of complex, high-risk and high-value infrastructure projects within a large and complex organisation.
2. Demonstrated expertise in public sector procurement frameworks, governance and legislative requirements, including the ability to establish and implement compliant procurement systems.
3. Demonstrated ability to exercise high-level judgement in complex commercial environments, including negotiation of major contracts and management of procurement risk.
4. Highly developed strategic, analytical and conceptual skills, with the ability to provide authoritative advice to senior executives.
5. Demonstrated leadership capability, including experience in building and managing high-performing specialist teams.
6. Highly developed stakeholder engagement and negotiation skills, with the ability to influence at senior levels across government and industry.

#### Desirable:

1. Relevant tertiary qualification in commerce, law, procurement, business or related discipline.
2. Professional accreditation in procurement, contract management or related field.

## Reporting Relationships

Deputy Director General Office of Major Infrastructure Delivery, Band 2 Special Division Non CEOs



Executive Director Delivery Services, Class 2



**This Position**



Nil - Team structure to be Finalised

## Allowances/Special Conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

## Certification

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

**Chief People Officer**

**People and Culture**