



# Senior Contracts Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Finance and Business Services

**Directorate / Command / District / Division:**

Strategic Procurement and Contracts Division

**Work Unit:****Position Description Number:**

Generic 653

**Level:**

Level 5

### Employment Conditions

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

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

The position will operate under a flexible arrangement whereby incumbents are assigned to a specific team, as directed, to meet service delivery requirements.

Location: Various – dependant on operation needs.

### Position Objective

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Manages and develops medium to high risk contracts for goods and services, works, information and communications technology, and community services. Provides specialist procurement advice on contract governance and contract management. Ensures compliance with agreed terms and conditions, reviews and analyses vendor and stakeholder performance within policies, procedures and relevant legislation. Manages stakeholder commercial compliance and delivery, and provides advice of program management and governance matters.

### Role of Work Unit

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The Strategic Procurement and Contracts Division is responsible for strategic and operational support for the planning, forming and management of contracts with, or grants to, external service providers who provide goods or services, including works, in the pursuit of the Western Australia Police Force 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 grants, 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

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This position reports to:

- Executive Manager – Contracts, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

## Key Accountabilities

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### 1 Contract Development and Management (95%)

- 1.1 Develops and/or manages medium to high-risk contracts including preparation of tender and contract documents, risk management and supplier performance management.
- 1.2 Assists in business planning and scopes each allocated project, including identifying and progressing new contract opportunities.
- 1.3 Provides advice to clients, contractors and potential suppliers on procurement planning, contract development and management issues, including contract renewal and extension strategies.
- 1.4 Develops and maintains positive relationships with relevant stakeholders, liaises and provides consultation to ensure quality deliverables.
- 1.5 Undertakes financial analysis of contracts including oversight of invoices in accordance with contract pricing.
- 1.6 Contributes to the development of performance indicators.
- 1.7 Assists in the development of procurement and contract management policies, standards, guidelines and process improvements.
- 1.8 Completes due diligence assessments.
- 1.9 Provides advice on contract governance and best practice.
- 1.10 Prepares reports and delivers presentations related to procurement and contract management matters.
- 1.11 Facilitates negotiations during contract development and to resolve contractual disputes.
- 1.12 Facilitates tender evaluations and prepares tender evaluation reports and contract documentation.
- 1.13 Conducts research into contracting matters and maintains contracting information.
- 1.14 Provides a mentoring role as required.

### 2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 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.
- 2.3 Performs other duties as directed.

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## Work Related Requirements

### Essential

Essential	Context in which work related requirements will be applied and or general standard expected.
Procurement and contract management skills	Understanding contract planning, formation and governance. Providing advice within a complex contracts and procurement environment.
Research, analytical and conceptual skills	Undertaking research, conceptualising and analysing trends, patterns, and issues to provide advice and evidence-based recommendations appropriate to relevant contractual matters.
Communication and negotiation skills	Consulting and negotiating effectively with stakeholders at all levels. Providing procurement advice and guidance. Preparing contractual documents.
Organisational skills	Managing own workload and demonstrating flexibility in managing competing priorities. Working independently. Meeting deadlines under pressure. Anticipating needs of stakeholders and exercising initiative to achieve outcomes.
Knowledge of Government Procurement policies, issues and strategic directions	Understanding procurement policies, procedures and legislation including the <i>Procurement Act 2020</i> and WA Procurement Rules.

### Desirable

Possession of or progress toward a relevant tertiary qualification.	In business, finance, law or procurement.
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## 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 Others](#).

## Certification

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

Position Title and Work Unit	Name	Date
Senior Organisational Design Consultant Organisational Design and Analysis	Julie Ismail	20/12/2024 BLI NV
Chief Procurement Officer Strategic Procurement and Contracts Division	Gary Dewhurst	07/06/2023