



Senior Procurement Governance Officer

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 759

Level:

Level 5

Employment Conditions

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: Varies dependant on operational needs.

Position Objective

Provides advice and strategic support, for the development and administration of all procurement and contract governance and accountability activities for the Western Australia Police Force. Undertakes procurement governance activities and projects, including compliance monitoring and reporting activities, assists in the development and review of 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 strategic and operational support for the planning, forming and management of contracts with, or grants to, external service providers who provide goods or services in the pursuit of 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 procurement advice, contract management and quality assurance requirements, and the allocation of contracts and grants. The division is responsible for the collection and entry of data to support compliance with statutory and other reporting requirements.

Reporting Relationships

This position reports to:

- Senior Procurement and Governance Manager, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Senior Procurement and Governance Officer	Level: Level 5	Position Number: Generic 759
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Key Accountabilities

1. Procurement and Contract Governance and System Management (60%)

- 1.1. Assists in monitoring and ensuring compliance/accountability with government, agency and public sector policy and processes including conducting education and awareness training sessions.
- 1.2. Assists with the development and implementation of procurement and governance frameworks, policies, practices and systems.
- 1.3. Assists with the development of procurement, contract management and purchasing practices and guidelines consistent with the *Procurement Act 2020*.
- 1.4. Ensures compliance with procurement, purchasing, contract administration and records management activities.
- 1.5. Contributes to and actively participates in the review and continuous improvement of procurement, purchasing and contract management governance practices and procedures.
- 1.6. Develops and establishes key communication and working relationships, liaises and consults with internal and external customers and stakeholders on a range of procurement and contract matters.
- 1.7. Assists with the development of performance indicators.
- 1.8. Assists in the development of the procurement and contract management system, and the running and analysing of procurement performance reports.

2. Specialist Advice and Project Support (35%)

- 2.1 Provides advice and support to stakeholders across the agency in regards to procurement, contract management and purchasing.
- 2.2 Liaises with stakeholders across the agency on procurement issues and initiatives.
- 2.3 Undertakes complex procurement, contract governance and system projects, including stakeholder consultation.
- 2.4 Coordinates change management activities as required, including the planning, communication and implementation of changes, collaborates with divisional staff and end users to understand any impacts.
- 2.5 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 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.
- 3.3 Undertakes other duties as directed.

Position Title: Senior Procurement and Governance Officer	Level: Level 5	Position Number: Generic 759
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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.

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

Building and maintaining effective relationships with internal and external customers at all levels. Working effectively independently and contributing to the achievement of team goals. Planning, prioritising competing work commitments and organising workloads to meet agreed timeframes. Preparing complex procurement and technical 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.

Computer skills

Using a business procurement system (Nimblex), Resource Management Information System (SAP/RMIS) and an Employee Self Service (ESS/SIMR) or similar applications. Utilising Microsoft applications, SharePoint and related software at an intermediate level.

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	Martine Dimond	12/03/2026
Senior Procurement Manager Strategic Procurement and Contracts	Lachlan Bugarin	12/03/2026