



SENIOR CATEGORY MANAGER
Position Number: Various Level: 7
ANZSCO: 133611

JOB DESCRIPTION FORM

THE ROLE

The Senior Category Manager leads and directs the optimization of value from categories under management, including the development of category plans, execution of sourcing strategies, and contract and risk management activities, to meet business goals. They are accountable for category performance, including benefits tracking and reporting. They manage higher risk contracts and strategic supplier relationships.

REPORTING RELATIONSHIPS

ORG STRUCTURE: Corporate Services
Finance and Business Services
Strategic Procurement

THIS ROLE REPORTS TO

Assistant Director Strategic Procurement (006229) Level 8

POSITIONS THAT REPORT TO THIS ROLE

Category Specialist (Various) Level 5

POSITION INFORMATION

LOCATION: Cockburn Central

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Develop Category Strategies to Maximise Value

- Lead and direct the development of category plans to optimize value for money outcomes for the Department and meet stakeholder needs and expectations.
- Comprehensively lead and manage the spend portfolio to achieve expenditure targets.
- Research and analyse spend within the portfolio, including external analysis of supply markets and supplier trends, to recommend opportunities to drive value and reduce supply chain risk.
- Lead and influence cross-functional teams to achieve category objectives and embed category management as a Department-wide purchasing approach.
- Comprehensively engage end-users to deliver on their value proposition and influence best-case procurement outcomes for the Department.
- Identify and implement contemporary and innovative sourcing strategies to optimise category segmentation and sourcing management.
- Be accountable for category performance, risks and issues; and measure, monitor, and report the benefits secured from specific purchasing projects as a key deliverable.

Provide Leadership in Sourcing and Contract Management

- Lead the preparation of sourcing strategies for medium and high risk procurements and supervise the procurement of goods and services valued under \$250,000, in accordance with WA Procurement Rules as enabled by the WA Procurement Act.
- Develop sound business relationships with DFES stakeholders, government agencies and industry to deliver sourcing strategies.
- Manage the overall delivery of quality procurement services to increase end-user confidence, efficiency, transparency and accountability, of service delivery.
- Ensure DFES contracts are being actively managed in accordance with the Western Australian Contract Management Framework Principles (WACMF) and ensure compliance with contract and service agreements.
- Manage the identification, measurement and development of suppliers across the supply chain to deliver on the end-user promise and ensure DFES is a good customer with whom to do business.
- Provide leadership in contract management good governance, including contract expenditure and performance reporting, recordkeeping, information security, commercial confidentiality, handover and close-out.
- Provide advice and guidance on all aspects of sourcing and contract management.

Build Effective Teams

- Lead, mentor, coach, educate and inspire a high performing, resilient and learning team culture, enabling the achievement of personal and organisational goals.
- Lead and manage change, proactively generating team awareness, understanding, and support for new business initiatives.

Other

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.

EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Leading Others**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
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 interests 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.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

(Insert any essential qualification requirements that are/if applicable to the role at the top and insert the selection criteria underneath. Keep selection criteria to 4 points wherever possible – (delete this line before printing)

1. Ability to step back from the detail and strategically assess, applying professional expertise and 'out of the box' thinking to category opportunities and risks.
2. Natural business partner who can engage and foster productive working relationships with technical partners to meet end-user expectations.
3. Demonstrated experience as a subject matter expert on all aspects of procurement and value optimisation.
4. Ability to lead in a changing context and effectively manage change within a team and externally.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	07/11/2019	11/11/2019	Tarin Paniora
Vs 2.0	Updated	30/04/2020	04/05/2020	HR Consultant
Vs 3.0	Template update only		21/09/2023	Tasha McMEnamin
Vs 4.0	Leadership Behaviours	18/08/2025	18/08/2025	Jeneen Zoutman