



Senior Procurement Officer

Classification	Level 6
Position number	00033484
Business unit	Corporate Strategy and Performance
Directorate	Finance and Procurement Services
Award and Agreement	Public Service Award 1992 and relevant Public Sector CSA Agreement

About us

The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.

We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

The Directorate

The [Finance and Procurement Services](#) team is a collaborative and solutions focused branch that partners with business areas to ensure the Department of Treasury and Finance operates efficiently, sustainably and in line with organisational objectives. The team prepares high quality financial information to meet statutory reporting requirements, including Budget Papers and Financial Statements. It provides expert advice on financial performance, budget management and internal financial controls, ensuring strong stewardship of public resources. The branch also identifies and guides the management of financial and governance risks and has oversight of the Department's procurement activities, providing advice and support to ensure value for money and compliance.

The role

Key responsibilities

As the **Senior Procurement Officer** is primarily responsible for:

- Providing timely and professional procurement and contract management advice to stakeholders across the Department; and
- Delivering strategic advice to support effective procurement outcomes and decision-making.

Key duties

- Provides specialist advice and support to DTF staff and key stakeholders on procurement, including interpreting and advising on contracting and procurement options, tendering processes, supplier evaluation and selection, contract award, risks and implications and resolution of complex contractual and service delivery issues, monitoring, review and reporting.
- Ensures that the procurement processes undertaken comply with relevant legislative and policy requirements.
- Undertakes the development, implementation and review of DTF procurement policies and related documents.
- Prepares reports and deliver presentations related to procurement matters and raising awareness with procurement processes.
- Identifies risks and mitigation strategies and provides input into risk assessments in relation to procurement and contract management risks.
- Consults, negotiates and maintains effective relationships with stakeholders in order to resolve contractual issues.
- Mentors, coaches and develops team members.
- Exhibits accountability, professional integrity and respect consistent with DTF's values, Code of Conduct and the Public Sector Code of Ethics.
- Undertakes other duties as required.

Key requirements

Core competencies

The five core capabilities below, part of the [Capability Framework](#), articulate the desired behaviours and skills required for successful performance in the role. Each capability is supported by a set of behavioural indicators. You will need to ensure that you consider and demonstrate the behavioural indicators relevant to the classification level and within the context of the role.

1. Shapes and manages strategy
2. Achieves results
3. Build productive relationships
4. Displays personal drive and integrity
5. Communicates and influences effectively

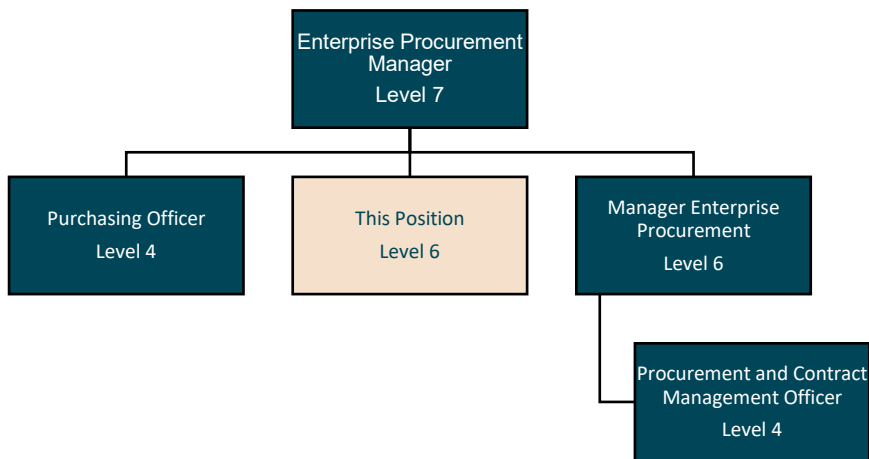
Essential role-specific requirements

1. Demonstrated experience in significant and medium to high-risk procurement processes for goods and services.
2. Understanding procurement policies, procedures and legislation including the Procurement Act 2020 and WA Procurement Rules.

Desirable role-specific requirements

Nil

Reporting relationships



Certification

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

Assistant Director, People and Culture 29/05/2026
