



## Manager Enterprise Procurement

<b>Classification</b>	Level 6
<b>Position number</b>	00032009
<b>Business unit</b>	Corporate Strategy and Performance
<b>Directorate</b>	Finance and Procurement Services
<b>Award and Agreement</b>	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.

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## The role

### Key responsibilities

The **Manager Enterprise Procurement** is primarily responsible for:

- providing professional procurement advice and manages significant and medium-risk contracts, including business cases, procurement plans, tender documentation, and contract management.
- Delivering expert guidance across all procurement types and supports stakeholders through the full procurement lifecycle; and
- building strong stakeholder relationships and ensures compliance with DTF procurement standards, processes, and requirements.

### Key duties

- Develops and manages medium-risk contracts across the procurement lifecycle, including planning, tendering, evaluation and contract management.
- Leads strategic procurement planning, identifying new contract opportunities and supporting the re-engineering of existing arrangements.
- Builds and maintains effective relationships with stakeholders, suppliers and contractors.
- Leads the development and continuous improvement of procurement policies, standards, processes and guidelines.
- Provides expert advice on procurement and contract management, including performance monitoring, renewals and extension strategies.
- Acts as a key liaison to resolve complex contractual and stakeholder issues.
- Promotes compliance with procurement, contract and record management requirements and provides advice to stakeholders.
- Maintains the Department's Contracts Register and contract data on Tenders WA, ensuring integrity, accuracy, reporting and compliance with relevant requirements.
- Provides timely advice on procurement and contract matters across the contract lifecycle, including extensions, variations and expiry.
- Supports procurement processes, including facilitating panel assessments and assisting stakeholders to meet procurement requirements.
- Develops and delivers training, communications and guidance to build procurement capability and awareness, including alignment with government procurement policies.
- 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

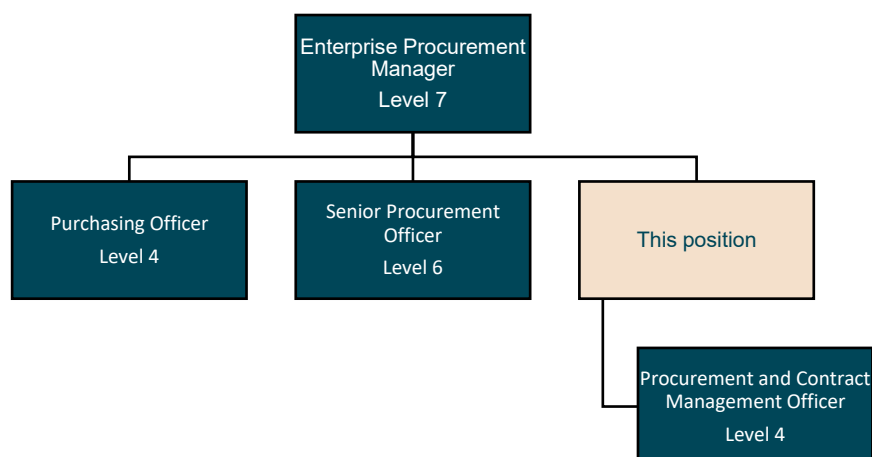
### Essential Role-Specific Requirements

1. Demonstrated experience in medium-risk contract development and/or contract management, including the application of relevant legislative and policy requirements.
2. Demonstrated strong written communication skills, with the ability to communicate complex procurement issues clearly to senior stakeholders and prepare high-quality procurement and technical documentation.
3. Highly developed interpersonal and negotiation skills, with the ability to build effective stakeholder relationships and deliver a customer-focused service.

### Desirable role-specific requirements

1. Possession of a relevant tertiary qualification.

## 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

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