



Position Description

Position Title:	Procurement Manager	Classification Level:	6
Position Number:	Generic	Reports to:	Various
Directorate:	Various	Supervises:	Up to 5 FTE
Branch/Section:	Various	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Procurement Manager roles provide professional procurement advice to clients, and develop and/or manage, significant and medium-risk whole of government or departmental contracts. This involves developing business cases and procurement plans, tender documents and evaluation reports, and contract management plans.

The positions will provide expert support and advice for all types of procurement; consult with government agencies, industry, and the community, and maintains positive and effective stakeholder relationships. This position also works closely with internal and external stakeholders to promote compliance with the Department's standards, processes, and procedures.

Responsibilities

- Develop and / or manage significant and medium-risk departmental and whole of government contracts, including procurement planning, tender documentation and evaluation, contract formation and contract management, in consultation and negotiation with stakeholders and suppliers.
- Conduct business planning and scope each allocated project, including identifying and progressing new contract opportunities and participate in re-engineering of existing contracts.
- Provide specialist advice to clients, contractors and suppliers on procurement planning, contract development and management issues, including contract renewal and extension strategies.
- Develop alliances between contractors, suppliers, and stakeholders.
- Assist with the development of procurement policies, standards, process improvements and guidelines.
- Provide advice on the management of significant and medium-risk contracts, key performance indicators and the development of contract management plans.
- Liaise with stakeholders and suppliers to resolve complex contractual disputes.



- Assist with the overall management/leadership of the division which may include having a mentoring and/or supervisory role as required. Develop and mentor's new staff.
- Contribute to the development of divisional strategies and policies as they relate to procurement and contracting.
- Monitor and encourage compliance with government, agency and public sector policy and processes including conducting education and awareness raising.
- Provide proactive and timely advice to stakeholders in relation to procurement and contracting issues.
- Prepare reports and deliver presentations related to procurement matters and raising awareness of the procurement process.
- Promote compliance with procurement, contract, and records management activities.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as directed.

Essential Requirements

- Demonstrated considerable experience in significant and medium-risk contract development and/or contract management OR relevant project management experience.
- Demonstrated strong written communication skills, with the ability to effectively communicate complex procurement issues to senior stakeholders, as well as prepare complex procurement and technical documents.
- Highly developed interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Possession of a relevant tertiary qualification.
- Possession of a tertiary qualification in Strategic Procurement.
- Considerable knowledge of Government Procurement policies, issues, and strategic directions.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **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 interest 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.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: K.Pallotta, HR Consultant. December 2025

Classification Evaluation Date: November 2019