

# JOB ROLE STATEMENT

## PROCUREMENT PROJECTS OFFICER LEVEL 5

DIRECTORATE  
BRANCH

FINANCE AND COMMERCIAL SERVICES  
SUPPLY AND TRANSPORT

POSITION NO

P0060226

### KEY RESPONSIBILITIES

Develop, deploy, review and improve procurement management standards and processes for Main Roads.

### KEY DELIVERIES

#### Procurement Standards, Practice and Research

- Develop and improve procurement management standards and processes in accordance with Main Roads Strategic Plan.
- Maintain procurement policy, manuals, templates and forms including the drafting of tendering and contract conditions.
- Contribute to complex system development and maintenance projects.
- Prepare submissions to the Main Roads' Tenders Committee and act as secretariat for the Committee.
- Develop, implement and maintain performance indicators and report on the performance of Main Roads procurement function.
- Undertake investigations of procurement grievances in accordance with Main Roads' Procurement Grievances Process.
- Contribute to the formation of procurement policy and strategy.
- Provide advice and training in the application of procurement policy, processes and systems.
- Prepare corporate reports and annual procurement reports.
- Contribute to the development of the Branch Business Plan.
- Research and monitor 'best practice' in procurement management, identify and recommend suitable practices for consideration and possible inclusion to Main Roads' procurement process.
- Perform Integrated Management System (IMS) Audits and recommend actions for improvement.

#### Stakeholder Relationships

- Consult and liaise with internal and external stakeholders to identify service requirements and effect improvements in procurement processes and systems.
- Prepare 'ad hoc' advice and reports for Government.
- Represent the Manager on external committees and working parties as required.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL  
MANAGER CORPORATE PROCUREMENT

LEVEL 8

POSITION NO  
P0052073

## PROCUREMENT PROJECTS OFFICER LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

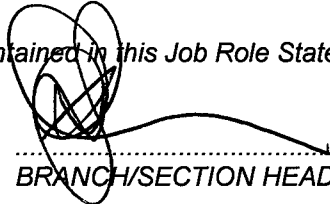
- Considerable skill, knowledge and experience in:
  - development and implementation of procurement standards and procedures and drafting contractual clauses in a large and complex organisation
  - implementation of procurement policy
  - development and application of procurement processes
  - research, analysis and problem solving
  - report writing
  - building and enhancing stakeholder relationships
- Knowledge of:
  - project management, contract management and contract administration systems
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

**DESIRABLE:**


- A Diploma in Purchasing.

**CERTIFICATION**

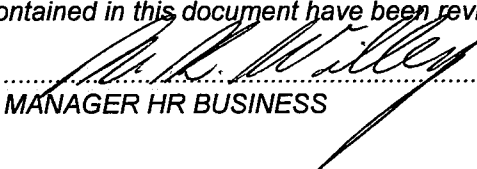
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 01/05/2019  
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 01/05/2019  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 3/5/19  
MANAGER HR BUSINESS