



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

**EFFECTIVE DATE OF DOCUMENT:** 21 August 2019

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> Office of Digital Government
<b>BRANCH:</b> GovNext Service Broker
<b>SECTION:</b>

<b>CLASSIFICATION:</b> L7	<b>POSITION NUMBER:</b> DPC18072
<b>TITLE:</b> Senior Procurement Manager	
<b>AGREEMENT/AWARD:</b> Public Service and Government Officers General Agreement	
<b>LOCATION:</b> West Perth	

## SECTION 2 – REPORTING RELATIONSHIPS

<p><b>MANAGER GOVNEXT CONTRACT MANAGEMENT</b></p> <p>Level 8</p>
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Other offices reporting to this office	
<u>Title</u>	<u>Level</u>
Senior Business Analyst	L6



<p><b>SENIOR PROCUREMENT MANAGER</b></p> <p>Level 7</p>
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Officers under direct responsibility	
<u>Title</u>	<u>Level</u>
N/A	



### SECTION 3 – KEY RESPONSIBILITIES

Provides professional procurement advice to agencies, and manages complex and high-risk contracts.

Responsible for supporting agencies with GovNext-ICT related contract management/development services and procurement advisory services.

Supports GovNext contract compliance. This involves maintaining the contract management framework, monitoring and actioning contractor compliance, and reporting against key performance indicators, as well as negotiation and consultation with stakeholders.

Ensures compliance with relevant Government procurement policies, regulations and best practice.

### SECTION 4 – STATEMENT OF DUTIES

#### Summary of Duties

#### Details

#### **PROCUREMENT ADVISORY AND CONTRACT MANAGEMENT**

Provides specialist advice on complex procurement and contract management issues to agencies and vendors, especially in relation to GovNext-ICT.

Assists with the management of the GovNext-ICT contract and the resolution of contract issues with the GovNext-ICT consortia.

Provides guidance to agencies in the management of complex and high-risk contracts, including the development of contract management plans, and resolving contract issues with stakeholders by consultation and negotiation.

Conducts market scans, including identifying and progressing contract improvement opportunities and participation in any re-engineering of the contracts that may be required.

Assists in the management and development of contract information and reporting requirements.

Performing analysis on contract data for decision making in support of strategic buying decisions, data analysis, market trend analysis and performance management.

Develops and manages alliances between contractors, suppliers and stakeholders.

Assists with the development of procurement policies, standards, process improvements and guidelines in relation to the GovNext-ICT contract.

Develops and manages performance indicators and evaluates and reports on contractor performance.

Liaises with stakeholders in order to resolve complex contractual disputes.

#### **LEADERSHIP AND MANAGEMENT**

Assists with the overall management/leadership which may include promoting a culture supportive of innovation and continuous business process improvement. Develops and mentors new staff.

Contributes to the development of strategies and policies as they relate to procurement and contracting.

Monitors and ensures compliance with Government, agency and public sector policy and processes and facilitates education and awareness raising where appropriate.

Provides proactive and timely advice to the Office of Digital Government and stakeholders in relation to GovNext-ICT procurement and contracting issues.

In an environment of constraint, ensures that resources including financial, physical, technological and information requirements are efficiently applied to maintain a high level of products/service delivery.

#### **OTHER**

Assists in providing a fair, safe, enjoyable and innovative workplace and ensures good human resource management and risk management principles are practised in accordance with Departmental policies and guidelines.

Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

## SECTION 5 – SELECTION CRITERIA

### Essential

1. Demonstrated extensive experience in complex, high-risk ICT procurement and/or contract management.
2. Demonstrated high-level negotiation and delivery management skills with the ability to communicate with, and deliver quality and timely outcomes to, key stakeholders.
3. Demonstrated high-level conceptual, analytical skills and problem solving skills.
4. Demonstrated commitment to public sector professionalism and probity.

### Desirable

1. Possession of a relevant tertiary qualification.
2. Extensive knowledge of Western Australian government procurement policies, issues, and strategic directions.
3. Good knowledge of Western Australian strategic ICT directions, including GovNext-ICT.
4. Good knowledge of and experience working in the Information Communications and Technology industry.

## SECTION 6 - CERTIFICATION

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

**BRANCH/DIVISION HEAD**

**DIRECTOR GENERAL**

**SIGNATURE:**

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**SIGNATURE:**

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**DATE:**

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**DATE:**

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As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>

As the Employee I have reviewed the statement of duties.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>