



Department of Finance
Government Procurement

Position number 00030579

Policy Support Officer

Position details

Classification/level	4
Award/agreement	PSA
Organisation unit	Funding and Contracting Services
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

Reporting relationships

Supervisor	
Position number	00021987
Position title	Principal Policy Officer
Classification/level	7

Our Values

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

Key work description

Undertakes a range of activities to assist the Funding and Contracting Services (FaCS) branch to meet stakeholder (including Government agencies, community services and social sector organisations and businesses) needs. This involves assisting and supporting the FaCS branch in all aspects of community services and social procurement policy, practice and initiatives.

Organisational context

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within Government Procurement (GP). GP is responsible for procurement at a whole-of-government level, they provide strategic procurement advice and support to the public sector of Western Australia. GP is committed to leading the development of and management of whole-of-government common use arrangements, managing the contract development process for agency specific contracts and providing policy and practice advice, implementing contracting reforms associated with the Delivering Community Services in Partnership Policy, and underpin goods and services procurement activity across the sector.

Further information on Finance business units is available by visiting www.finance.wa.gov.au.

Work description

Policy and Research Support

Contributes as a team member to the development of FaCS strategies, initiatives and processes.

Provides research support for a range of community services and social sector trends as they relate to procurement to support policy formulation and to identify future directions.

Provides executive support, where necessary, to high level committees. This includes:

- Coordinating regular meetings;
- Preparation of administrative documents including minutes of meetings; and
- Liaising with senior public servants and representatives of the community services sector.

Liaison and Advice

Provides advice and information to stakeholders (including Government agencies, community services and social sector organisations and businesses) and responds to enquiries.

Assists and participates in the development of publications and materials, presentations, and promotions.

Coordinates and participates in presentations as required.

Ensures that all relevant manuals and materials are reviewed and maintained regularly.

Other

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.

Work related requirements

Essential:

Sound research, analytical and writing skills with an emphasis on the ability to prepare reports and correspondence in a professional manner.

Well-developed verbal communication and interpersonal skills, including the ability to build and maintain effective relationships with internal and external stakeholders.

Demonstrated computing skills using Microsoft Word, Excel and PowerPoint.

Sound organisational skills, with the ability to work well in a team environment and meet competing deadlines.

Desirable:

An understanding of the community services and social procurement environment including current issues and emerging trends.

Tertiary qualifications in a relevant field (e.g. Arts, Business, Marketing).

Knowledge of Government procurement and contracting practices, processes, policy and strategic directions.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and

Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: *Kelly Anesti* HR Consultant