



Job description

Department of Finance Government Procurement

Position number 00030837

Procurement Support Officer

Position details

Classification level	Level 3
Award/agreement	PSA
Organisation unit	Funding and Contracting Services
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

Reporting relationships

Supervisor:

Position number	00021920
Position title	Assistant Director
Classification level	Level 8

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

Keyword description

Provides contract support and administrative services that assist the Directorate meet client needs and corporate objectives. This involves developing contract and tender documentation, managing routine, low risk contracts and other contract development and contract management projects. Co-ordinates procurement of goods and services and provides a centre of expertise for purchasing issues where required.

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

Contract Support

Provides contract support that contributes to the ongoing management and/or development of contracts.

Develops and manages routine low risk contracts.

Liaises with clients and suppliers in relation to routine contract matters.

Prepares routine contract documents and provides assistance in the preparation of documents for more complex higher risk contracts.

Maintains contract information and assists with other data maintenance.

General Administrative Support

Provides administrative support to the Branch and in the preparation of correspondence, reports and spreadsheets.

Assists in the development of training and delivers education and training in relation to procurement.

Undertakes research as required.

Where required, operates and maintains a centralised purchasing system, ensures fair and equitable purchasing practices are undertaken and are compliant with government policy requirements.

Provides a centre of expertise in purchasing related matters where required.

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

A clear demonstration of the Department's values is a prerequisite for appointments.

Essential:

- Demonstrated experience in the provision of contract and/or general administrative support
- Demonstrated ability to work in a team environment, with good organisational skills
- Good written and oral communication skills
- Good interpersonal skills
- Demonstrated ability to use PC applications, including word processing, databases and spreadsheets

Desirable:

- Experience in contract management
- Knowledge of Government Procurement policies, procedures and issues

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: *Daniel Paul*