



**Department of Finance**  
**Government Procurement**

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**Position number 00022461**

**Principal Policy Officer**

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**Position details**

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Classification/level	Level 7
Award/agreement	PSA
Organisation unit	Policy Practice & Governance
Physical location	Osborne Park
This role supervises (FTE)	1

**Reporting relationships**

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Supervisor	
Position number	00010770
Position title	Assistant Director
Classification/level	Level 8

**Keyword description**

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This section provides a brief summary of the key functions of the position

Undertakes research and prepares new and revised procurement policies, practices, governance and guidelines. Provides high-level advice to agencies and suppliers on procurement policy practice and governance issues. Manages the communication and marketing of procurement policies and initiatives.

Procurement Policy Practice and Governance includes policy development; practice improvement; governance; and Gateway function management.

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**Organisational context**

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The Department of Finance provides quality advice and services to facilitate the achievement of Government's objectives.

We realise this through the active demonstration of our organisational values of listening and caring, commitment, leadership, accountability and people matter.

The Department of Finance encompasses a variety of businesses including:

- The Office of The Director General (ODG);
- Strategy and Coordination (SC);
- Building Management and Works (BMW);
- The Office of State Revenue (OSR);
- Public Utilities Office (PUO);
- Economic Reform (ER);
- Government Procurement (GP); and
- Corporate Services (CS).

This vacancy is positioned within **Government Procurement**. 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.

Information on other Finance business units is available in your applicant information package or by visiting [www.finance.wa.gov.au](http://www.finance.wa.gov.au).

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**Work description**

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**Policy and Practice Development**

Leads the research and development of new supply policies, practices and guidelines.

Monitors and reviews the performance of existing supply policies, practices and guidelines.

Monitors and reviews emerging trends and issues in public sector procurement.

**Liaison and Advice**

Provides high-level advice to agencies and suppliers on procurement policy and practice.

Liaises with various public and private stakeholders on procurement issues and initiatives.

**Procurement Reviews**

Leads and / or participates in procurement review teams as required, including governance and accreditation reviews.

**Training and Awareness Raising**

Manages the communication and marketing of procurement policies and initiatives.

Identifies procurement issues to be addressed through training and awareness programs.

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Represents the Policy Practice and Governance branch at various forums in the public and private sectors as required.

Conducts presentations to large and diverse audiences on matters associated with public sector buying, tendering, contracting to ensure that the Policy Practice and Governance branch's aims and operations are clearly understood.

**Other**

Promotes the Gateway function to stakeholders (mostly senior members of the private and public sector) and client agencies to enable the promotion and delivery of the Gateway Review Process.

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.

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**Work related requirements**

**Essential:**

- Substantial experience in working in a government procurement policy or similar environment.
- Demonstrated understanding of the public sector procurement environment, including current issues and emerging trends.
- Highly developed conceptual, analytical and writing skills, with the ability to advise on complex issues.
- Highly developed interpersonal skills, with the ability to liaise, consult and negotiate effectively with a range of stakeholders.
- Demonstrated ability to work autonomously and in a small team environment to achieve goals and objectives.
- Proven ability to plan, prioritise and organise workloads to meet agreed timeframes.

**Desirable:**

- Possession of a relevant tertiary qualification.
- Possession of a qualification in Strategic Procurement.

**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

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**Special equipment/requirements**

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**Certification**

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Verified by: *Geraldine Bergeon SHRC 16/10/2019*