

## Principal Consultant Procurement and Contracting

### Program Kaartdijin

<b>Position number</b>	00040661
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Principal Program Director (DEANE)
<b>Direct reports</b>	Nil

#### Context

Delivery of Information, Communication and Technologies (ICT) services provides support for the [Department](#)'s educational outcomes by developing initiatives and technical support strategies to ensure all 800 Western Australian public schools can be individual, distinctive and responsive to their local communities while still benefiting from being part of a system.

Program Kaartdijin (the Program) has been established to develop a functionally fit, technologically robust solution to replace the current School Information System (SIS) and include additional information capture and reportability. The Program focuses on providing short term solutions as well as a longer term solution that meet the operational needs of schools and the reporting and management needs of the Department at large.

#### Key responsibilities

##### Specialist Services

- Arrange quotations and undertake the Program purchasing requirements.
- Support the Principal Program Director in the establishment of the Program product and services contracts.
- Manage procurement and deliver improved contract management and value for money outcomes to the Department, in accordance with the Program strategy and goals.
- Coordinate, monitor and report on all aspects of the program's procurement, financial and contracting requirements, as well as progress against schedules.
- Facilitate, develop and manage procurement planning, tender documentation and evaluation, in consultation and negotiation with Departmental stakeholders for the Program.

- Undertake probity, compliance and quality assessment of the Governance Framework established for the Program services procurement process.
- Develop and review procurement documents and submissions and ensure approval procedures and processes are followed.
- Undertake research, analysis and stakeholder engagement to ensure the needs of schools, regional and central office are captured in the Programs procurement.
- Oversee and contribute to risk management and assessment for the procurement process and insurances.
- Ensure appointment, coordination and briefing of Procurement panel members.

### **Management and Branch Support**

- Provision of Executive Support at meetings including recording proceedings at Program Board, Program Committee meetings as required.
- Manage and maintain the Program's Program Management Office (PMO) including: schedules, RAIDD (Risk, Assumptions, Issues, Dependencies and Decisions) Log.
- Research and investigation of issues of interest and importance to the Program.
- Contribute to management of the Program Control group.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management relevant to the Program.
- Represent the Program, as required, on committees and working parties.

### **Customer and Stakeholder Management and Liaison**

- Identify issues and problems and investigate these in a systematic manner to ensure consistency of responses.
- Provide proactive and timely advice to stakeholders on strategic procurement and contract management matters.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

### **Selection criteria**

1. Demonstrated considerable knowledge of government procurement policies and experience in procurement and contracting, including the development of complex contracts in the context of the public sector contracting framework.
2. Demonstrated substantial knowledge and experience in the management of ICT contracts within a large organisation, and in analysing and reviewing contract performance in accordance with contractual obligations.
3. Demonstrated highly developed written communication skills with experience in preparing complex procurement and technical documents.
4. Demonstrated highly developed oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.
5. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment

- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            21 September 2020  
Reference    D20/0447118