

Job Description Form

Procurement Manager

Position Details

Position Number:	Generic
Classification:	Level 7
Award / Agreement:	PSA 1992 / PSCSAA 2021
Organisational Unit:	Finance / Contracting / Procurement & Grants
Location:	Fremantle
Classification Evaluation Date:	
JDF Review Date:	October 2021

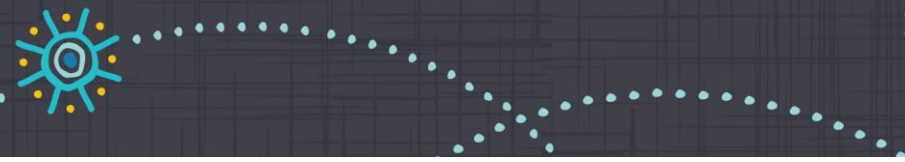
Reporting Relationships

This position reports to:

Branch Manager

Positions Under Direct Supervision:

This position manages a small team



About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

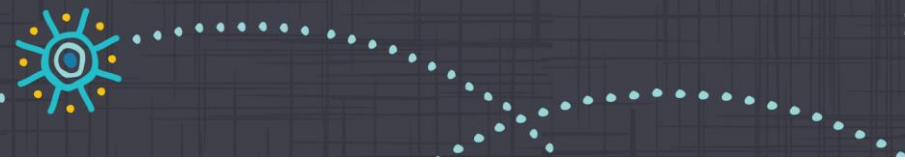
The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome-based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place-based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles.

Role Statement

This position is responsible for managing day to day operations to procure community services organisations to provide a range of supports and services to people accessing a range of community services. This includes development of business cases, procurement plans, tender documents, evaluation reports and risk assessments; development and implementation of relevant policies and procedures; provision of high level advice and support across the Department in the implementation of government procurement and 'Delivering Community Services in Partnerships' policy and contractual management with non-government organisations and government agencies.



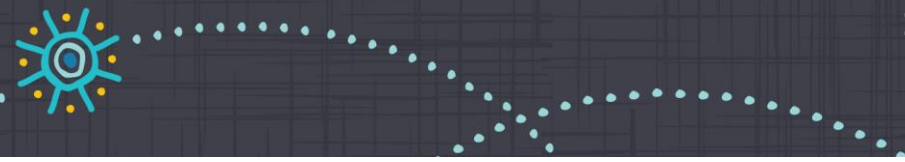
Duties and Responsibilities

1. Leadership and Staff Management

- 1.1 Conducts day to day management and leadership of branch staff including supervision and task allocation, under the direction of the Branch Manager.
- 1.2 Takes primary responsibility for branch staff development and performance, including the drafting and review of Professional Development Plans.
- 1.3 Prepares and/or oversees Department and Ministerial correspondence and briefing papers related to the Department's procurements.
- 1.4 With the Branch Manager, leads recruitment and selection processes for branch staff.
- 1.5 Models and requires positive workplace behaviours, including adherence to the Public Sector Standards and the principles of Occupational Safety and Health and Equity and Diversity and including the Department's Code of Conduct.
- 1.6 Assists the Branch Manager to coordinate branch input into Communities policy and planning processes.
- 1.7 Escalates issues to the Branch Manager as appropriate.

2. Core Business Management – Relationships

- 2.1 With the Branch Manager leads the development and maintenance of strong, open working relationships with stakeholders, including community services organisations and relevant government agencies.
- 2.2 Represents the Branch, Directorate and the Department on relevant forums, committees, reviews and working parties when required.
- 2.3 Maintains productive working relationships across the Department to ensure visibility of broader projects and the involvement of Communities stakeholders as relevant.
- 2.4 Provides expert advice and guidance on procurement, contract management and related policy issues to internal and external stakeholders as required.



3. Core Business Management – Procurement Planning and Purchasing

- 3.1 Guides the development and implementation of Departmental and community services procurement and provides input to government policies in procuring services from community services organisations.
- 3.2 Manages procurement processes within the Directorate and the Department in accordance with the Department's Procurement Framework, government compliance requirements and the 'Delivering Communities in Partnership' Policy.
- 3.3 Assists the Branch Manager in the development and implementation of directorate policies, frameworks and protocols that meet the Department's and government compliance requirements.
- 3.4 Maintains expert awareness of relevant trends, issues and policies in other jurisdictions.
- 3.5 Actively works with providers to support engagement with the Department over tender processes, contract negotiations and broader governance and accountability matters.

4. Core Business Management - Service Development

- 4.1 With the Branch Manager, works with community services organisations to design procurements that foster, develop and grow services that meet community need.
- 4.2 Identifies and advises on emerging procurement, contractual and service-related issues including emerging trends, needs gaps and service availability.

5. Corporate Responsibilities

- 5.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.
- 5.2 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.
- 5.3 Undertakes other duties as required.



Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated experience in leading a team together with the ability to work collaboratively in a team environment to achieve organisational outcomes and objectives.
2. Demonstrated experience in managing the planning, formation and evaluation of community services procurements in a complex and changing human services policy environment.
3. Well-developed conceptual and analytical skills and ability to problem solve; with sound skills in the development of policy and procedures to address issues that arise in a complex procurement environment.
4. Highly developed verbal and written communication skills to influence and maintain productive relationships across a range of stakeholders.
5. Well-developed planning and organisational skills.

Desirable Work-Related Requirements (Selection Criteria)

1. Possession of a relevant tertiary qualification.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. The occupant of this position must have the ability to travel to and work in various Department Offices in the Perth Metropolitan Area in response to organisational requirements.