



Consultant Advisory Management (Systems) Commercial Services

Position number	00041369
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 5
Reports to	Senior Consultant Contract Operations and Systems (Level 6)
Direct reports	Nil

Context

The Commercial Services Directorate is part of the Finance and Commercial Services Division and has responsibility for provision of support to the [Department](#) and schools, for contract planning and management, insurance management, fleet management and commercial legal advice.

The Consultant Advisory Management (Systems) administers the Department's procurement processes, practices and systems, including the Procurement and Contract Management System. The role is responsible for providing systems support, data analytics and reporting services to enable effective spend and trend analysis to support procurement activities.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Procurement Policy & Planning

- Maintain knowledge and understanding of the role of procurement within the Department and how external factors impact on procurement strategy.
- Administer the Department's procurement system processes and practices.
- Comply with policy, best practice and integrity principles in purchasing and straightforward procurement activities.
- Maintain and apply a contemporary understanding of state government and agency procurement frameworks and procurement policies.

Systems Administration & Maintenance

- Administer the Procurement and Contract Management System and undertake systems maintenance.

- Ensure mandatory obligations are met, compliance with relevant legislation is maintained, and activities are consistent with established policy and procedures.
- Troubleshoot system issues either independently or with the developer or other Department stakeholders, where required, and provide suggestions for continuous improvement.
- Assist with implementing system enhancements and monitors enhancement suitability for end-users and testing prior to implementation.
- Extract data for the Directorate and undertake spend and trend analysis and reporting requirements.
- Contribute to developing and implementing policies, guidelines and appropriate templates, practices and procedures for the Directorate and its stakeholders to support procurement activities.
- Maintain system user guides and develop and conduct training for end-users on the use of the Directorate's systems.

Customer and Stakeholder Liaison

- Provide advice and information on procurement systems, policies and procedures.
- Establish and maintain effective communication and working relationships with the Department's stakeholders on procurement administration and systems matters.
- Build and maintain a strong working relationship with staff across the Department in relation to the conduct of their responsibilities.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

Branch Support

- Contribute to the Directorate achieving its goals and outputs, practices are effective and documented, and administrative support is provided.
- Participate in performance management activities to ensure development meets personal goals and business needs.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Directorate goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Directorate.

Selection criteria

1. Demonstrated considerable knowledge and understanding of procurement policies and practices in WA Government.
2. Demonstrated well-developed analytical, conceptual and problem solving skills, including the ability to provide innovative solutions to complex problems and issues.
3. Demonstrated well-developed skills and practical experience and knowledge of computerised purchasing systems and associated applications.
4. Demonstrated well-developed communication and interpersonal skills, including the ability to deliver training sessions and consult with a wide range of stakeholders effectively.
5. Demonstrated well-developed written communication skills, including experience in preparing reports, briefing papers and responses to Senior Management.
6. Demonstrated well-developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.

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 7 May 2021
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