



Position Description

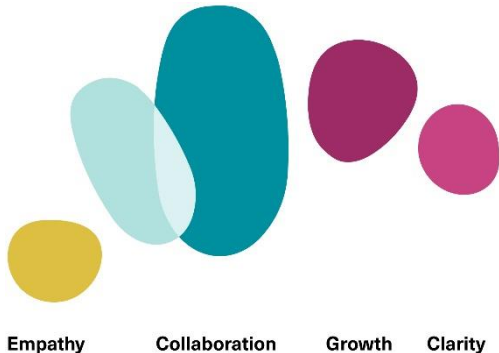
Position Title:	Procurement Officer	Classification Level:	4
Position Number:	Generic	Reports to:	Senior Procurement Manager Level 7
Directorate:	Advisory Services / Buildings & Contracts	Supervises:	Nil FTE
Branch/Section:	Various	Location:	Perth Metropolitan Area

Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

Our purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

Role Summary

The Procurement Officer develops and / or manages low risk whole of government or departmental contracts and provides advice to key stakeholders. This involves undertaking or assisting with the development of procurement plans, tender and evaluation documents, and contract management plans.

The position will provide support and advice for all types of contracts; consult with government agencies, industry and the community, and maintains positive and effective stakeholder relationships. This position also works closely with internal and external stakeholders to promote compliance with the Department of Finance's standards, processes and procedures.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Incorporate Finance's values in all interactions to support an innovative, customer focused, high performing and values-led organisational culture.
- Understand and consider team objectives, and customer needs in work activities to inspire excellence.
- Support and contribute to the environment that enables members to flourish and deliver fit-for purpose services aligned with Finance objectives.
- Use resources efficiently and effectively.
- As a member of the XX team, demonstrate initiative and be accountable for your work outputs.
- Be open to coaching, feedback and capability building; and take initiative in personal growth and development.

Customer Centric

- Work proactively with customers to enable the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals, best practice and contribute to continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Assist and support team leader to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Regularly confirm expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with team objectives.

Outcomes Focused

- Develops and / or manages low risk whole of government or departmental contracts and that meet the needs of customers, including preparing or assisting with developing procurement plans, tender documents; and undertaking evaluation, contract formation and contract management in consultation and negotiation with stakeholders and suppliers.
- Assist in the development and/or management of higher risk contracts.
- Provide advice to customers, contractors and potential suppliers on routine procurement planning, contract development and contract management, including contract renewal and extension strategies.
- Develop relationships with contractors, suppliers and stakeholders.
- Provides advice on the management of contracts, key performance indicators and the development of contract management plans.
- Liaises with stakeholders and suppliers in order to resolve routine contractual disputes.
- Provides proactive and timely advice to stakeholders in relation to routine procurement and contracting issues.
- Provide a support role to key stakeholders in the procurement process.
- Promotes compliance with procurement, contract and records management activities.
- Perform other duties as directed.

What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

Essential

Shape and Manage Strategy

You will have sound analytical and problem-solving skills with the ability to demonstrate how your own work contributes to the achievement of organisational goals.

You will have demonstrated experience in low risk contract development and/or contract management, or relevant project management experience.

Achieve Results

You will deliver on plans and timeframes; and identify risks to achieve quality outcomes to suit individual client/business requirements.

You will have sound organisational skills with the ability to manage diverse workload and mitigate risks to achieve quality outcomes that address individual client/business requirements.

Build Productive Relationships

You will have demonstrated ability to work collaboratively and inclusively to build effective relationships and support a positive team environment.

Exemplify Personal Integrity and Awareness

You will have demonstrated self-awareness, accountability and commitment to support departmental values in delivering quality outcomes.

Communicate and Influence Effectively

You will have sound communication, interpersonal skills and the ability to deliver a customer-centric service.

You will have demonstrated effective written communication skills, with the ability to effectively communicate procurement issues to stakeholders, as well as prepare procurement and technical documents.

Desirable

Possession of a relevant tertiary qualification.

Knowledge of Government Procurement policies, issues and strategic directions.

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: LInglis, Senior HR Consultant, August 2022

Classification Evaluation Date: April 2021

