

JOB ROLE STATEMENT

PROCUREMENT CO-ORDINATOR LEVEL 4

DIRECTORATE REGIONAL MANAGEMENT AND OPERATIONS
BRANCH WHEATBELT

POSITION NO VARIOUS

KEY RESPONSIBILITIES

Co-ordinate procurement processes for the supply of contracts to facilitate works, goods and services delivered by Main Roads in line with relevant policies and procedures. Process claims for payment in line with Main Roads and State Government policies and legislation. Provide a first point of contact to internal and external stakeholders for issues and matters arising from procurement and contracts and facilitate resolution actions.

KEY DELIVERIES

Procurement Processes and Support

- Co-ordinate procurement processes for goods, services and external resources for projects developed and delivered by Main Roads in line with policies, procedures and relevant contract terms and conditions, including:
 - Co-ordinate the preparation of procurement documentation in consultation with regional stakeholders and in accordance with Supply and Transport (S&T) Branch policies and procedures
 - liaise with regional staff to establish contract requirements to support regional construction and maintenance operations
 - co-ordinate the evaluation of regional tender submissions and quotations and preparation of recommendations for award
 - train, guide and support procurement users on relevant processes and suitability of procurement mechanisms
 - audit procurement processes to ensure probity, accuracy and completeness to appropriate S&T standards
 - collect procurement feedback and recommend procurement related improvements
- Provide a first point of contact for internal and external stakeholder enquiries on procurement issues and matters.
- Co-ordinate the development, maintenance and review of regional procurement processes in consultation with S&T and regional stakeholders.

Contract Administration

- Review service requests by procurement users and ensure compliance to relevant commercial and contract conditions, identify irregularities and facilitate required amendments.
- Ensure regional procurement activities are carried out in accordance with the Main Roads and State Government policies, procedures and legislation.
- Evaluate contractor claims for payment to ensure compliance against relevant commercial and contract conditions, identify irregularities and resolve with relevant contractor.
- Facilitate invoices and claims for payment in accordance with the Financial Administration and Audit Act, Treasurer's Instructions and relevant Terms and Conditions.
- Maintain the Contract Tracking System (ConTrackS) for the region.

Contract Management (Non-complex contracts)

- Prepare contract documentation and manage the contract tendering process.
- Manage contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Review and report on the performance of contract and contractors.
- Manage contract payments, claims and variations.

Stakeholder Relationships

- Build and maintain collaborative working relationships with internal stakeholders including regional operational and delivery team members, S&T Branch and the Financial Services Branch.
- Build and maintain collaborative working relationships with key external stakeholders i.e. current and prospective suppliers and contractors.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System – refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern Regions, including the metropolitan area. The incumbent position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) **TITLE AND LEVEL**
BUSINESS MANAGER

LEVEL 5

POSITION NO
P0062473

PROCUREMENT CO-ORDINATOR LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

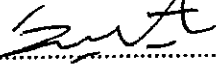
- Sound skill, knowledge and experience in:
 - processes for various types of procurement in line with contract conditions and terms
 - claim review, dispute resolution and complaints management
 - building and enhancing stakeholder relationships
 - facilitation and training
 - contract management of non-complex contracts
- Knowledge of:
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:


- A Diploma in Procurement and Contracting, or Diploma of Contract Management, or other relevant discipline.

CERTIFICATION

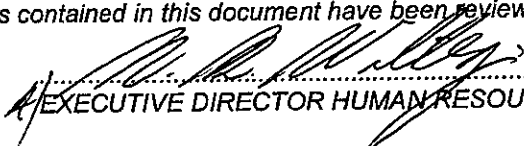
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 18/03/2024
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 21/03/2024
GENERAL MANAGER REGIONAL MANAGEMENT AND OPERATIONS

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 25/3/24
EXECUTIVE DIRECTOR HUMAN RESOURCES