



## 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
<b>Direct reports</b>	Nil

### Context

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 meets the operational needs of schools and the reporting and management needs of the Department at large. The Program vision is to provide a contemporary administrative and finance solution connecting people, processes and systems for school communities now and into the future. The Program values are:

- Integrity in all we do
- Open and transparent communication
- Collaborative approach – Shared goals and objectives
- Commitment and Cooperation
- Value all contributions
- Exceptional customer service

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## Key responsibilities

### Specialist Services

- Support the Principal Program Director in the establishment of ICT services contracts to manage procurement risks and deliver improved contract management and value for money outcomes to the Department, in accordance with the Program strategy.
- Coordinate, monitor and report on the Program's procurement and contracting as required.
- Facilitate, develop and manage complex and/or high-risk ICT procurement planning, tender documentation and evaluation, in consultation and negotiation with Departmental stakeholders.
- 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 ICT contracting needs to support schools, regional and central office are captured in the procurement.
- Oversee and contribute to risk management and assessment for the procurement process and insurances.
- Ensure appointment, coordination and briefing of panel members and Gateway interviewees.

### Management and Branch Support

- Contribute to management of the Program working group.
- Contribute to change management projects relevant to the ICT Division.
- Represent the Directorate, 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 27 July 2021  
Reference D21/0382225