Job Description Form – Procurement Officer

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| **Position number:** | Generic | **Classification:** | Level 5 |
| **Division:** | Corporate Services | **Branch/section:** | Procurement |
| **Reports to:** | 15986 – Director Procurement | **Direct reports:** | Nil |

About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Corporate Services team includes human resources, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

Position purpose

The Procurement Officer assists in ensuring procurement within the Department complies with Government Procurement policy, public sector policy and agency procedures. The Procurement Officer provides professional procurement advice to stakeholders and develops and manages low and medium-risk contracts. This involves developing business cases, tender documents and evaluation reports in consultation with stakeholders.

Responsibilities

1. **Procurement, Contract Development and/or Management**

* Develops low-risk and medium-risk contracts, including procurement planning, tender documentation and evaluation, in consultation and negotiation with stakeholders.
* Provides advice to internal stakeholders, contractors and potential suppliers on procurement planning, contract development and management issues, including contract renewal and extension strategies.
* Assists business areas define their procurement needs and participates in re-engineering of existing contracts.
* Manages low-risk and medium-risk contracts, including the development of contract management plans and performance indicators.
* Provides advice to business areas with respect to managing contractual risks.
* Liaises with stakeholders in order to resolve minor contractual disputes.
* Assist with maintaining the department's procurement policies, standards and guidelines and seeks opportunities to improve procurement processes and compliance.
* Assist with preparing and delivering presentations related to procurement matters including conducting education and raising awareness of the procurement process.
* Maintains internal and external relationships with the Department of Finance and effective working relationships with business areas.

1. **Compliance and Reporting**

* Monitors and ensures compliance with Government, agency and Public Sector policy and procedures.
* Maintains documentation and records in accordance with Departmental recordkeeping policies.
* Ensures the department's contract register and exemption register are compliant with requirements.
* Maintains records on Tenders WA and assists in the preparation of reports for internal and external stakeholders as required.
* Assesses compliance of purchase requisitions and converts to purchase order in the department’s financial management system.

1. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
2. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Demonstrated experience in procurement, contract development, contract evaluation and/or contract management, including the preparation of complex procurement and technical documents.
2. Knowledge and experience in the application of procurement policies and processes within a government framework to support low to medium-risk procurements or contract management functions.
3. Well-developed verbal and written communication skills, with the ability to liaise and negotiate with various stakeholders.
4. Well-developed organisational skills with the ability to manage competing priorities and resources to achieve quality outcomes.
5. Demonstrated ability to work independently and part of a team, exhibiting self-awareness, accountability and commitment to achieving quality outcomes.

Desirable

1. Knowledge and experience in the application of Government Procurement policies, guidelines and practices.
2. Possession of a relevant tertiary qualification.

Special conditions

Nil

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 09 September 2024. |