



Principal Consultant – Contract Advisory Management Commercial Services

Position number	00041424
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 7
Reports to	Manager Advisory Management
Direct reports	Nil

Context

The Commercial Services Directorate is part of the Finance and Commercial Services Division and is responsible for providing procurement contract advisory and commercial legal support to the [Department of Education](#) for contract planning and management, insurance and fleet management.

The Principal Consultant Advisory Management leads and manages high-risk and complex contract and procurement planning, and initiation and contract management processes for the Department of Education. The role provides strategy development, procurement planning, and contract management services and advice to elicit best value for money for the Department.

Key responsibilities

Procurement Policy

- Maintain in depth knowledge and understanding of the role of procurement in the Department of Education and the broader public sector, and how to leverage the function as an enabler to deliver strategic objectives.
- Act with integrity, undertake all procurement activities in line with best practice, comply with policy requirements and manage clients and colleagues to do the same.
- Provide expert advice and guide agency practices and decision making based on specialist knowledge and application of the Western Australian Procurement Rules Framework, relevant policies, market research and data analysis to drive value for money outcomes.
- Influence decision making by driving the appropriate application of government and agency procurement frameworks and requirements.

- Use knowledge of contract law principles to drive procurement activities and provide support and interpretation of the application of complex contract terms and conditions, engaging appropriate legal and/ or technical representation as required.
- Identify and manage procurement risks, engaging with relevant stakeholders to facilitate the management of operational risks and to ensure compliance with all required governance mechanisms.
- Proactively promote and provide guidance on procurement practices, systems and requirements with a focus on continuous improvement and systems enhancements.
- Support the Manager in the leadership and development of the team, business planning, budgeting and resource management.

Procurement planning

- Lead the development of the Department's strategic procurement plans and ensure plans align with wider strategic objectives.
- Challenge and offer suggestions to improve procurement activities, where appropriate, including identifying opportunities for aggregation.
- Explore and assess appropriate options and tailor actions accordingly, including utilising innovative procurement strategies for complex requirements.
- Undertake complex spend analysis, market and data analysis and consider the impact of external influences and current trends, applying the findings to procurement decision and sourcing strategies.
- Undertake market research and consult stakeholders to understand technical and commercial aspects of a range of complex business needs in order to shape and articulate complex business needs and outcomes.
- Prepare procurement documentation that is well-structured and concise, uses appropriate language and contains relevant information for complex requirements.

Customer and Stakeholder Management and Liaison

- 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.

Contract Management Oversight

- Provide advice on managing high-risk contracts including compliance with contract management frameworks, governance, risk, performance and financial management.
- Support business areas to interpret and advises on the terms and conditions of the contract, and applies to varied and complex situations and providing guidance on the resolution of significant issues.
- Review and educate business areas to develop contract management plans.
- Support business areas to review existing contracts to shape the procurement strategy for the redevelopment of complex requirements, with the aim of delivering enhanced outcomes.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the public sector procurement lifecycle and experience in developing and managing complex, high-risk contracts across multiple categories.
2. Demonstrated extensive experience in the planning, development of medium - high risk procurement to meet the strategic and operational business needs within a complex organisation.

3. Highly-developed written communication skills with the demonstrated ability to prepare and present complex procurement and technical documentation to a range of stakeholders.
4. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated high level verbal, interpersonal, relationship management, leadership and negotiation skills with the ability to liaise, consult and negotiate effectively at senior levels in the public and private sectors.
6. Highly-developed organisational skills with the ability to manage a large workload and achieve desired outcomes within required timeframes.

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 2 November 2021
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