



Senior Consultant, Contract Management and Advisory Services

Commercial Services

Position number	00043022
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Manager, Contract Management and Advisory Services (Level 8)
Direct reports	Nil

Context

The Commercial Services Directorate is part of the Finance and Commercial Services Division and has responsibility for the provision of support to the Department and Schools, for contract planning and management, insurance management, fleet management and commercial legal advice.

Visit education.wa.edu.au to find out more information about the Department of Education.

The Senior Consultant manages department wide, medium risk procurement planning and initiation and contract management processes for the Department of Education. The role provides advice and guidance based on contemporary market and data analysis to elicit best value for money for the Department.

Key responsibilities

Procurement Policy and Planning

- Maintain a detailed understanding of the role of procurement within the Department and the broader public sector, including government objectives that affect procurement.
- Act with integrity, comply with policy requirements and best practice when undertaking procurement activities and support others to do the same.
- Apply and advise on state procurement frameworks, policies and best practice in procurement, ensuring that decision making is based on the principle of value for money, and alignment with wider Department and government objectives.
- Apply foundations of contract law to procurement activities, provide interpretation of contract terms and conditions and proactively escalate issues or seeks advice from legal experts where appropriate.

- Maintain current knowledge and understanding of government procurement requirements, including Buy Local, engaging Western Australian Disability Enterprises and Registered Aboriginal Businesses, and sustainable procurement considerations.
- Research issues and undertake general, spend or market data analysis and reporting.
- Provide advice and consultancy on Department procurement procedures and governance mechanisms, including adherence to delegated authority and other approval procedures.
- Identify opportunities for improvement and aggregation.
- Prepare procurement documentation that is well-structured and concise, uses appropriate language and contains relevant information.
- Work with stakeholders to develop documents for procurement, including but not limited to qualitative criteria, pricing schedules and appropriate terms and conditions suitable for the relevant procurement.

Contract management

- Maintain responsibility for the contract management framework and support business areas to comply with contract management expectations with respect to quality assurance and systems compliance.
- Manage medium-risk contracts, including monitoring and oversight of risk, performance and financial management.
- Support business areas to interpret and apply terms and conditions of contracts across varied situations and adapt contract management practices in changing circumstances to drive better outcomes.
- Support business areas to review and evaluate expiring contracts and use results to shape future procurement planning.

Customer and Stakeholder Management and Liaison

- Work collaboratively with stakeholders to ensure business needs are identified, and specifications are clear, concise, complete and accurate.
- Provide proactive and timely customer focussed service delivery and advice to stakeholders on strategic procurement and contract management matters.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated knowledge and understanding of the public sector procurement framework and experience in developing and managing contracts across multiple categories to meet the strategic and operational business needs within a complex organisation.
2. Well developed written communication skills with the demonstrated ability to prepare and present complex procurement and technical documentation to a range of stakeholders.
3. Demonstrated well developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.
4. Demonstrated well developed verbal, interpersonal, relationship management and negotiation skills with the ability to liaise, consult and negotiate effectively at senior levels in the public and private sectors.
5. Well 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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 2 February 2023

Reference D23/0049781