Job Description Form – Contracts and Procurement Officer

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| **Position number:** | Generic | **Classification:** | Level 3 |
| **Division:** | Corporate Services | **Branch/section:** | Digital and Technology Services |
| **Reports to:** | 16384 ICT Commercial Manager  | **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 AccountableResponsiveOpen-mindedIntegrity |

Context

The Corporate Services team includes human resources, procurement, 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

This position provides assistance, advice and support in relation to the procurement of Information and Communications Technology (ICT) equipment, including management and monitoring services. The position is responsible for administering ICT contracts, maintaining accurate documentation, drafting contract documents, and assisting in overseeing contract compliance and expenditure. The position also supports procurement planning and ICT finance functions.

Responsibilities

1. Prepares ICT contract documentation including requests for quote, tender and other supporting documents in compliance with public sector and organisational standards.
2. Provides administrative support to manage contract documentation and ensures contract records are up to date and accurate.
3. Contributes to the maintenance of contract management framework for ICT contracts.
4. Assists with contract reporting and compliance activities, including monitoring of performance with KPIs and ensuring compliance with contractual obligations.
5. Liaises with stakeholder groups including the DLGSC procurement team and Digital and Technology Services (DaTS) leadership team to support procurement processes and forward planning.
6. Assists with managing purchase requisitions, purchase orders and invoice receipting.
7. Provide administrative support to the DaTS team, including monitoring of contract expenditure and invoicing.
8. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
9. 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 preparing contract documentation, including requests for quote and tender, and administering and managing contracts.
2. Sound analytical skills, including the ability to identify trends, patterns, and discrepancies in contract and financial records.
3. Proven administrative support capabilities, with proficient recordkeeping skills.
4. Ability to work autonomously to meet deadlines with a strong attention to detail.
5. Sound written and verbal communication skills with the capability to adapt to target audiences and build productive relationships.

Desirable

1. Understanding of government procurement policies and procedures.

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 | 18 November 2024 |