

SENIOR PROCUREMENT OFFICER (GOODS & SERVICES) (POSITION #01202)

VENUES WEST

AWARD CLASSIFICATION	GOSAC, Level 6	ANZSCO	591113
DIRECTORATE	Strategy & Partnerships	BRANCH	Contracts and Procurement
LINE MANAGER	Manager Procurement	DIRECT REPORTS	N/A
SPECIAL CONDITIONS	N/A		

ABOUT THE DIRECTORATE

The Strategy and Partnerships Directorate is responsible for the development and management of contracts and facilitation of the more significant procurement activities across the VenuesWest business, building relationships with our key partners, provision of long-term planning, reforming major business processes, communications, promotion of commercial activities and positioning VenuesWest for the future.

ABOUT THE ROLE

The Senior Procurement Officer is responsible for administering, facilitating, and delivering effective and compliant government practices in the procurement of goods and services.

ROLE RESPONSIBILITIES

VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

- Provides specialist advice and education on procurement of goods and services including:
 - procurement planning
 - contract development and management
 - contract performance evaluation and reporting
 - governance and compliance
 - value for money procurement outcomes
- Develops procurement plans in consultation with business areas
- Develops request documents and consults with internal stakeholders to obtain the scope, specifications and design details for the development and lodgement of request for quote and tender documents.
- Assists with the development and implementation of policy, procedures and frameworks to ensure consistent and compliant application of procurement and contract management processes and make improvements to current processes and practices.
- Facilitates and participates in the evaluation of request for quote and tender responses and preparation of evaluation reports.
- Develops and implements policy and procedural resources for the consistent and compliant application of procurement and contract management processes across all business areas.
- Ensures that procurement and contract records are kept current Reports against target areas and goals related to the procurement function and activities undertaken in VenuesWest
- Conducts research and undertakes due diligence assessment for contract management matters including:
 - establishing performance measures

- dispute resolution and negotiation
- variations, renewals and extensions according to contract conditions
- monitoring performance and governance
- Monitors and reports as required on the development and implementation of contracts against VenuesWest policies and procedures.
- Assists with the implementation and imbedding of new procurement and contract management systems and processes and provide support to the business where required associated to these systems and processes.
- Ensures compliance with Government and Public Sector policy and procedures.
- Participates in the formulation of the operational and business plans for the Directorate in line with corporate requirements and the strategic direction of the business.

WORKPLACE SAFETY AND HEALTH

- I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.

OTHER

- Other related duties, as directed.

ROLE REQUIREMENTS

The following capabilities are to be addressed in context of the responsibilities of the role.

ESSENTIAL

1. Demonstrated experience in the delivery of compliant procurement processes which deliver value for money outcomes in the area of goods and services including experience in the interpretation, development of tender documents using and applying the procurement and contract management life cycle.
2. Understands strategic objectives, trends and factors that may influence work plans; Draws on information from a range of sources; Analyses and works within agreed guidelines to make decisions and incorporates outcomes into work plans.
3. Identifies and uses resources wisely; Evaluates performance to identify need for change; Demonstrates flexibility with changes in priorities and focuses on quality whilst seeing tasks and projects through to completion.
4. Builds and maintains relationships with stakeholders, team members and colleagues; Consults and shares information; Values individual differences and diversity and takes responsibility for delivering high quality customer focussed services.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of conduct; Takes responsibility for mistakes; Takes initiative to progress and complete work and reflects on own behaviours.
6. Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.

DESIRABLE

1. Previous experience in the delivery of compliant government procurement processes and application of Western Australian Procurement Rules.
2. Knowledge of the entertainment, sports and venue management industries.
3. Prior experience with change management associated to systems and processes

ABOUT THE VENUESWEST WAY

It is our system of defining and measuring our culture and sets the expectation on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and a collective. Our signature behaviours are:



We champion dreams



We deliver safely



Together we win



We act like owners



We celebrate success

POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance (dated within 12 months)

CERTIFICATION

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

Stuart Lyon
Director Strategy and
Partnerships

Date JDF Approved

3 February 2025