

JOB ROLE STATEMENT

PROCUREMENT PROJECTS OFFICER LEVEL 5

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH SUPPLY AND TRANSPORT POSITION NO VARIOUS

KEY RESPONSIBILITIES

Develop, deploy, review and improve procurement management standards and processes for Main Roads.

KEY DELIVERIES

Procurement Standards, Practice and Research

- Develop and improve procurement management standards and processes in accordance with Main Roads Strategic Plan.
- Maintain procurement policy, manuals, templates and forms including the drafting of tendering and contract conditions.
- Provide specialist support to complex system development and maintenance projects.
- Develop, implement and maintain performance indicators and report on the performance of Main Roads procurement function.
- Contribute to the formation and implementation of procurement policy and strategy.
- Provide specialist advice and training in the application of procurement policy, processes and systems.
- Prepare internal and external corporate procurement reports.
- Contribute to the development of the Branch Business Plan.
- Develop branch budget bids and monitor branch budget and expenditure including forecasting.
- Research and monitor 'best practice' in procurement management, identify and recommend suitable practices for consideration and possible inclusion to Main Roads' procurement process.
- Perform Integrated Management System (IMS) Audits and recommend actions for improvement.
- Develop and deliver procurement training.

Stakeholder Relationships

- Consult and liaise with internal and external stakeholders to identify service requirements and effect improvements in procurement processes and systems.
- Build and enhance collaborative working relationships with internal and external stakeholders.
- Represent Main Roads on external committees and working parties as required.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL MANAGER CORPORATE PROCUREMENT	LEVEL 8	POSITION NO P0052073
--	---------	-------------------------

PROCUREMENT PROJECTS OFFICER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - development and implementation of procurement standards and procedures and drafting contractual clauses in a large and complex organisation
 - implementation of procurement policy
 - development and application of procurement processes
 - research, analysis and problem solving
 - report writing
 - building and enhancing stakeholder relationships
- Knowledge of:
 - project management, contract management and contract administration systems
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

DESIRABLE:

- A Diploma in Purchasing.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE

07/03/2025

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

SIGNATURE

EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

DATE

07/03/2025

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

7/3/25