



Position Description

Position Title:	Senior Policy Officer Social Procurement	Classification Level:	6
Position Number:	32194, 23532	Reports to:	Principal Policy Officer L7
Directorate:	Advisory Services	Supervises:	0 FTE
Branch/Section:	Government Policy and Strategy	Location:	Perth Metropolitan Area



Empathy Collaboration Growth Clarity

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values: **Clarity, Empathy, Collaboration** and **Growth**.

Role Summary

The Senior Policy Officer undertakes research and analysis of social procurement policies, practice improvement, initiatives and guidance. This role provides timely advice and support to key stakeholders (including Government agencies, social sector organisations and businesses) in relation to relevant procurement and policy related activities. This role also supports the building of relationships amongst key stakeholders with the intention of improving outcomes.

Responsibilities

- Provide timely advice and capability building support to stakeholders (including Government agencies, the community services and social sector organisations, industry bodies and businesses) in relation to social procurement policy, practice and initiatives.
- Assist in the development of strategic and / or whole of government social procurement strategies and policy and practice initiatives.
- Assist in monitoring the performance of existing policies, practices and guidelines, including data analysis and performance evaluation.
- Monitor the effectiveness of social procurement policy, practice and initiatives and make recommendations with respect to improvements.



OFFICIAL

- Conduct research and analysis into a range of supply matters, national and state government priorities and industry trends impacting on social procurement trends in support of policy formulation and to identify future directions.
- Research and make recommendations with respect to new and innovative practices in community and social services procurement.
- Conduct research into capability building needs and design education and training content for relevant sectors.
- Liaise with internal and external stakeholders, private and public sector agencies on procurement matters.
- Develop strategies to contribute to relationship building between key stakeholder groups to improve procurement outcomes.
- Develop and deliver presentations to large and diverse audiences on matters associated with public sector procurement, including social procurement policy and practice, to build knowledge and capacity.
- Provide advice to stakeholders in relation to complex enquiries and practice.
- Keep the Principal Policy Officer informed on national and international procurement issues, developments in public sector reform, risk management and community sector directions.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as directed.

Essential Requirements

- Demonstrated experience with procurement policy, including how procurement is affected by government policies, priorities, current issues and trends on a whole of Government scale.
- Demonstrated ability to evaluate and advise on complex procurement policy issues.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Possession of a relevant tertiary qualification and/or qualification in Strategic Procurement.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.



OFFICIAL

- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: M.McLeod, HR Consultant, November 2023

Classification Evaluation Date: October 2019

