

Senior Procurement and Contracts Consultant

Level 6 – 37.5 hours per week or pro-rata for part time

Business Services Division, Perth Office, Position No. 71100204

Job Description

The Senior Procurement and Contracts Consultant supports the procurement and contract management functions for Legal Aid WA. The role will manage end-to-end procurement processes for low to high-value and low to high-risk procurements in accordance with the relevant legislation and government procurement frameworks to ensure compliance whilst delivering optimum outcomes.

The role is varied and includes providing specialist advice and support to stakeholders, improving awareness and compliance with the WA Procurement rules, directions and policies, end-to-end procurement, and contract administration for a range of contracts including ICT Requests, Common Use Arrangements, licenses and software, goods and services and community services agreements.

About Legal Aid Western Australia

Legal Aid WA provides legal assistance services across Western Australia and the Indian Ocean Territories. We serve the broader community by providing information and legal advice with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as representation and mediation, to those who need them most. Legal Aid delivers through a network of offices, Virtual Offices, outreach locations and private lawyers across the State. We have a statutory duty to deliver legal aid in the most effective, efficient and economical manner. Legal Aid WA reports to the State Attorney General.

Our Values

Vision

Equitable access to justice to support a fair and safe community.

Mission

To assist the community by providing quality and timely legal help to those who need our assistance.

Core Values

Making a difference We are committed to helping people understand and protect their rights.

Client-centred We put clients at the centre of everything we do.

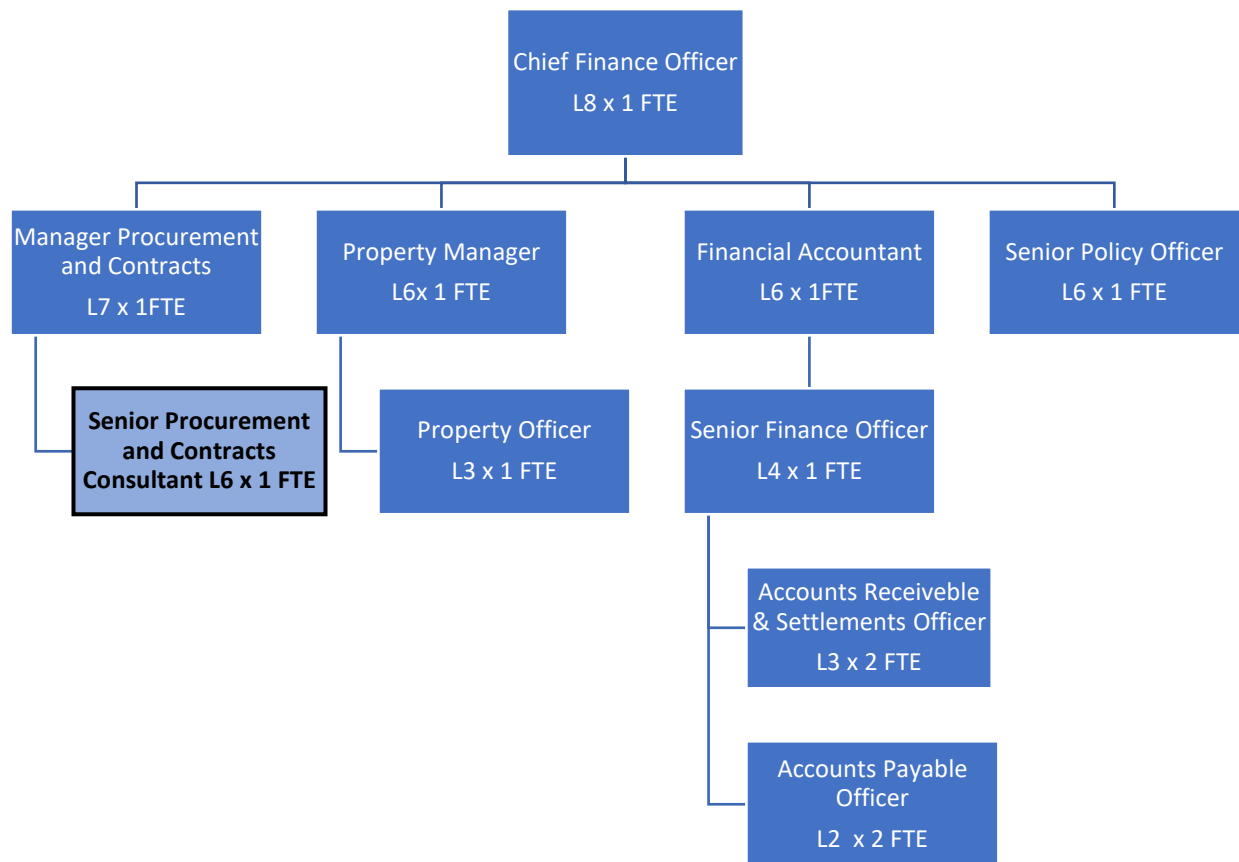
Respect We care about our clients and the community in which we live.

Innovation We are committed to continuous improvement.

Transparency We are an open and accountable organisation.

Reporting Relationships

Procurement and Property Branch



Scope of Duties

- Manages low to high-value and low to high-risk end-to-end procurement processes including contract development, evaluation, selection, negotiation, and contract award within an allocated portfolio, or as otherwise required.
- Provides specialist advice and support on complex and high-risk procurement processes, contract development and service level agreement (SLA) management including but not limited to planning, preparing, interpreting, and advising on contracting and procurement options, tendering processes, supplier evaluation and selection, contract awarding and management resolution of complex contractual and service delivery issues which includes but is not limited to, monitoring, reporting and reviewing.
- Undertakes the preparation of allocated business cases, procurement plans, risk assessments and other relevant procurement and/or technical documentation.
- Identifies risks and mitigation strategies while providing input into risk assessments in relation to both procurement and contract management activities.
- Develops and maintains positive relationships with internal and external stakeholders to produce high quality tender documentation, including the development of key performance indicators (KPIs), SLAs, management of risks and comparative pricing tables to achieve value for money outcomes.

- Attends, represents, and/or presents plans and reports on behalf of Legal Aid WA at procurement review committees and other forums, as required.
- Provides advice on Legal Aid WA's internal policies, processes, and delegation schedules to ensure compliance with relevant frameworks and assists the Manager Procurement and Contracts to further develop and implement good procurement practices across Legal Aid WA.
- Actively contributes towards the development and implementation of contemporary procurement practices and process improvements, which meet Government Procurement expectations, within and across Legal Aid WA as required.
- Liaises with stakeholders to review tender documentation and evaluation reports within an allocated portfolio, or as otherwise required, to ensure compliance with Legal Aid WA's internal processes and delegation requirements.
- Provides training and guidance to all staff undertaking procurements processes.
- Contributes to the management and review of contracts, including but not limited to ensuring contract extensions and contract variations are undertaken in accordance with approved processes and are appropriately documented.
- Provides guidance to key stakeholders to achieve optimum contract management outcomes, manage contractor relationships and resolve issues associated with contract deliverables.
- Assists with monitoring, review, and analysis of expiring contracts to inform future procurement strategies and informal and formal procurement planning activities across Legal Aid WA.
- Undertakes whole of agency contract spend/data analysis to drive efficiencies.
- Actively contributes to Legal Aid WA's procurement and contract management team and functions including but not limited to service delivery, people and financial capabilities capacity and continuous improvement of procurement practices.
- Performs other duties as required.

Selection Criteria

If any of the criteria below are in bold only those bold criteria must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- **Significant experience with procurement and contracts, preferably within a government framework. (High Priority)**
- Highly developed interpersonal skills, including the ability to provide procurement and contract management advice, and to liaise, consult and negotiate with a wide range of internal and external stakeholders. (High Priority)
- **Excellent written communication skills with the ability to prepare high quality procurement and contract management documentation. (High Priority)**
- **Well-developed conceptual and analytical skills with the ability to identify problems and to develop and implement effective solutions. (High Priority)**
- **Proven ability to work proactively and autonomously. (High Priority)**

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice.
- Values people, partnership and teamwork.
- Willingness to learn and share knowledge with others.
- Outcome and service focused. (High Priority)

QUALIFICATIONS / LICENCES

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- Significant experience in State Government procurements with demonstrated working knowledge of the WA Procurement Rules and / or State Supply Commission policies. (High Priority)
- Experience with Information and Communications Technology (ICT) procurements. (Desirable)
- Possession of, or progress toward, a relevant tertiary qualification. (Desirable)

All appointments to Legal Aid Western Australia are subject to a satisfactory National Police Certificate and 100 Point Identification Check.