# Job Description Form – Director Procurement & Business Services

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| **Position number:** | 16498 | **Classification:** | Level 8 |
| **Division:** | Corporate Services | **Branch/section:** | Business & Procurement Services |
| **Reports to:** | 16782 – Executive Director Corporate Services | **Direct reports:** | 4 |

## Position details

## Position purpose

Leads the Business Services and Procurement functions providing high-level leadership and specialist advice aligned to the department’s objectives and approach. This includes providing strategic direction in relation to procurement, facilities management, accommodation, security, fleet management, insurance co-ordination and parking management.

## Context

The Corporate Services team includes human resources, procurement, payroll, business services and digital and technology services. The Corporate Services team is a shared service provider and supports DLGSC and a number of entities within our portfolios (e.g. WA Museum, State Library of WA, Arts and Culture Trust and the Art Gallery of WA).

## Responsibilities

1. Oversees the development and implementation of best practice sourcing, procurement and contract management, business services processes including accommodation and fleet management and the change management to ensure desired outcomes are realised and results are evaluated.
2. Oversees timely analysis and reports on outcomes, trends, opportunities and projection of future resource constraints and requirements to transform sourcing, procurement, contract management accommodation and fleet management within the department.
3. Oversees the development, monitoring and analysis of key sourcing, procurement and contract management metrics and spend analytics for the agency.
4. Oversee contract management and business services activities and compliance assurance processes.
5. Partners with the business to identify and manage risk including commercial, contractual, operational and other exposure while encouraging opportunity and innovation.
6. Conducts business planning and scope each allocated project, including identifying and progressing new opportunities and participate in re-engineering of existing contracts.
7. Leads, stimulates and embeds continuous business improvement by motivating a responsive culture that strives to continuously achieve and supports the delivery of business outcomes.
8. Provides strategic oversight and delivery of all property, building asset and lease management.
9. Identifies business needs and appropriately plan for and drives change, including leading effective change management strategies, assisting and motivating portfolio and divisional staff, contractors and third parties (where appropriate) to respond effectively.
10. Develops effective communication strategies that ensure effective liaison with senior management and staff across department and other government agencies in order to achieve objectives and targets.
11. Provides leadership which includes providing ongoing coaching, positive reinforcement and constructive feedback, capability building and management.
12. Manages the development of business services and procurement activities, providing high level advice to senior stakeholders.
13. Identifies, assesses and manages procurement and operational risks and informs senior executive or Government on risks that may result in political or public interest.
14. Supports business services and procurement strategic drivers to align with legislation, policy requirements and Government objectives.
15. Monitors compliance with, and assesses the application of, internal and external procurement policies and procedures.
16. Oversights the co-ordination of the agency’s insurance responsibilities.
17. Oversights the co-ordination of parking responsibilities with DGLSC, including existing owned or leased parking plus additional requirements. This includes both a policy and service delivery aspect.
18. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
19. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
20. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Extensive experience at a senior management level within a Corporate Services environment.
2. Highly developed leadership and management skills with a focus on providing sound strategic direction and support to achieve outcomes.
3. Alibility to recognise opportunities and identify emerging issues to enhance service delivery and capitalise on these through the development and implementation of effective change strategies.
4. Demonstrated experience and knowledge of state government sourcing, procurement and contract management.
5. High-level written and verbal communications and experience in negotiation, with the ability to effectively build strategic relationships with internal and external stakeholders.
6. Extensive conceptual, analytical and strategic problem-solving skills with the ability to think strategically, analyse and translate data to identify and mitigate risk.

## Desirable

## Relevant tertiary qualification

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Leading Leaders** context.

## 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.

## Special Conditions

Other conditions specific to this role are:

* Ability and willingness to undertake travel for business needs

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| Registration date | 8 May 2025 |