

SENIOR PROCUREMENT OFFICER

POSITION 03512

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 procurement practices.

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.

- Develops and implements category and sourcing strategies by collaborating with business areas to deliver sustainable value to VenuesWest.
- Identify and evaluate commercial opportunities and develop plans for their implementation and delivery.
- Provides specialist advice and education on procurement of goods and services as well as capital funded procurement including:
 - procurement planning
 - contract development and management
 - contract performance evaluation and reporting
 - governance and compliance
 - value for money procurement outcomes
- 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.
- Supports the development and implementation of tools and technology to improve and transform procurement and contract management processes.
- Facilitates and participates in the evaluation of request for quote and tender responses and prepares of evaluation reports.
- 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
- Supports contract management activities, including:
 - dispute resolution and negotiation
 - variations, renewals and extensions according to contract conditions
 - monitoring performance and governance

- Assists and supports in audit and compliance reviews of procurement practices.
- 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 including:
 - a. Experience in the interpretation, development of tender documents using and applying the procurement and contract management life cycle.
 - b. Demonstrated high-quality problem-solving skills, strong communication and relevant commercial acumen.
 - c. Experience in developing strategies by applying critical thinking skills to address business challenges and support business transformation.
 - d. Experience in performing analysis, maintaining accurate and current data from multiple sources, and interpreting complex results to identify key opportunities.
 - e. Experience working as part of a team.
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. Previous experience with the Australian Standards suite of documents for works procurements
3. Knowledge of the entertainment, sports and venue management industries.
4. Prior experience with spend analytics
5. Understanding of facilities maintenance and associated systems
6. Prior experience with change management and transformation associated to systems and processes.
7. Comprehensive knowledge of business improvement principles and methodologies.

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

27 August 2025