



Position Description

Position Title:	Procurement Officer	Classification Level:	4
Position Number:	Generic	Reports to:	Various
Directorate:	Building and Contracts	Supervises:	0 FTE
Branch/Section:	Various	Location:	Perth Metropolitan Area

Role Summary

The Procurement Officer develops and / or manages low risk whole of government or departmental contracts and provides advice to key stakeholders. This involves undertaking or assisting with the development of procurement plans, tender and evaluation documents, and contract management plans. The role will provide support and advice for all types of contracts; consult with government agencies, industry and the community, and maintain positive and effective stakeholder relationships. It will also work closely with internal and external stakeholders to promote compliance with the Department's standards, processes and procedures.

Responsibilities

- Develop and/or manage low risk whole of government or departmental contracts that meet the needs of customers, including preparing or assisting with developing procurement plans, tender documents; and undertaking evaluation, contract formation and contract management in consultation and negotiation with stakeholders and suppliers.
- Assist in the development and/or management of higher risk contracts.
- Provide advice to customers, contractors and potential suppliers on routine procurement planning, contract development and contract management, including contract renewal and extension strategies.
- Develop relationships with contractors, suppliers and stakeholders.
- Provide advice on the management of contracts, key performance indicators and the development of contract management plans.
- Liaise with stakeholders and suppliers in order to resolve routine contractual disputes.
- Provide proactive and timely advice to stakeholders in relation to routine procurement and contracting issues.
- Provide a support role to key stakeholders in the procurement process.
- Promote compliance with procurement, contract and records management activities.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Demonstrated experience in low risk contract development and/or contract management, or relevant project management experience.
- Sound communication, interpersonal skills and the ability to deliver a customer-centric service.

Desirable Requirements

- Relevant tertiary qualification.
- Knowledge of Government Procurement policies, issues and strategic directions.



Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **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.
- **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: D. Giles, HR Officer, August 2025

Classification Evaluation Date: April 2021