

# Position Description

|                       |  |                       |                                       |
|-----------------------|--|-----------------------|---------------------------------------|
| <b>Role title</b>     | Senior Procurement Officer                   | <b>Last reviewed</b>  | 1/04/2024                             |
| <b>Division</b>       | Commercial and Business Services             | <b>Team</b>           | Finance Control and Business Services |
| <b>Reports to</b>     | Manager, Procurement and Contract Management | <b>Classification</b> | ASO6                                  |
| <b>Direct reports</b> | Nil  |                       |                                       |

## Role Purpose

Liaise with the business to determine procurement needs and coordinate sourcing and contract management activities to ensure value for money and desired outcomes are obtained.

## Key Accountabilities

- Provide expert advice and services in best practice procurement and contract management, ensuring compliance with statutory requirements and achieving value for money.
- Develop and implement procurement strategies, including necessary documentation, in collaboration with key stakeholders to ensure business needs will be met.
- Conduct market research to identify and evaluate potential suppliers and market benefits to inform decision-making.
- Create comprehensive business plans and acquisition plans, including specifications, approvals, and contract development to support procurement decision-making.
- Undertake risk assessments, establish mitigation strategies, and monitor risks in procurement and contract management projects to minimise the impact of potential issues.
- Facilitate evaluation and assessment of goods, services, and minor works, recommending appropriate procurement solutions.
- Drive continuous improvement initiatives and strategies in procurement and contract management.
- Manage and maintain business systems and central registers supporting procurement and contract management processes to ensure compliance.
- Other duties as required.

## Key Relationships

| Internal  |  |
|-----------|--|
| Who       | Why  |
| Executive | Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives                            |
| Manager   | Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.  |
| Work Team | Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes. |

|                               |   |
|-------------------------------|---|
| Internal Stakeholders         | Respond to queries, exchange information, and work collaboratively to resolve issues.   |
| <b>External</b>               |   |
| <b>Who</b>                    | <b>Why</b>  |
| Other Government Agencies     | Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues. |
| External Stakeholders         | Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.                      |
| Vendors/Suppliers/Consultants | Manage contracts for quality, on-time service delivery, compliance, and performance targets.  |

## Key Challenges

- Navigating conflicts diplomatically and finding common ground to align procurement decisions with organisational goals.
- Enforcing procurement policies and ensuring compliance with stakeholders given differing priorities.

## Qualifications and Technical Requirements

- Procurement, contract, law or project management qualifications are desirable but not essential.

## Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

## Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

| Capability Group | Capability | Level | Behaviours |
|------------------|------------|-------|------------|
|------------------|------------|-------|------------|

|                                  |                     |              |  |
|----------------------------------|---------------------|--------------|--|
| <b>Culture and Collaboration</b> | Respect everyone    | Accomplished | <ul style="list-style-type: none"> <li>• Create ways for employees to contribute to the discussions that are relevant to them and include their inputs.</li> <li>• Articulate and communicate the benefits of diversity of thought and perspective in our everyday actions and interactions.</li> <li>• Promote the learning and application of cultural competency and our Reconciliation Action Plan across teams at Renewal SA.</li> <li>• Promote ways of reducing bias and benefits of equity in our thinking and seek out and address bias and non-equitable actions.</li> </ul> |
| <b>Strategy and Growth</b>       | Make an impact      | Intermediate | <ul style="list-style-type: none"> <li>• Undertake analysis of problems to ensure solutions address the issues identified for the stakeholders identified.</li> <li>• Support solutions through well documented research, modelling or other means that demonstrates they address the issues.</li> <li>• Articulate the secondary benefits of solutions including impacts to Renewal SA's communities or service delivery.</li> <li>• Promote environmental, sustainable and social considerations into solution development and benefits definitions.</li> </ul>                      |
| <b>Innovation and Agility</b>    | Be flexible         | Intermediate | <ul style="list-style-type: none"> <li>• Show understanding for changing priorities and rapidly adjust workload accordingly.</li> <li>• Respond to changes in work environment with understanding of the new skills required and how to develop them.</li> <li>• Be comfortable working in new ways and adapting to changing organisational systems and processes.</li> <li>• Be comfortable working with new people, including those from outside of Renewal SA.</li> </ul>   |
| <b>Solutions Focused</b>         | Prioritise and plan | Accomplished | <ul style="list-style-type: none"> <li>• Break down Renewal SA's strategic planning to discrete work activities required to achieve the outcomes.</li> <li>• Lead your teams' planning activities to deliver against the strategic objectives on time and budget.</li> <li>• Drive the creation of integrated schedules defining team member's</li> </ul>  |

|                             |                    |              |   |
|-----------------------------|--------------------|--------------|---|
|                             |                    |              | <p>roles, timeframes and stakeholder or other interdependencies.</p> <ul style="list-style-type: none"> <li>• Lead teams to update schedules and plans where significant changes or impacts to objectives are required.</li> </ul>  |
| <b>Technical Capability</b> | Project Enablement | Intermediate | <ul style="list-style-type: none"> <li>• Contributes to project outcomes and decision-making activities and processes, enabling the project team to achieve outcomes across the project lifecycle.</li> <li>• Displays expertise in the project management process and takes ownership of various technical activities to support project outcomes.</li> <li>• Resolves common issues by taking a proactive approach to pre-empting, identifying and escalating risks and dependencies.</li> <li>• Identifies and consults project team members and stakeholders to inform progress reviews, outcomes and improvements across the project lifecycle.</li> </ul> |

| Delegate  |                        | Role occupant            |  |
|---|------------------------|--------------------------|--|
| This position profile accurately outlines the expectations of the role. |                        | <input type="checkbox"/> | I have read and understood the role and expectations of me. <input type="checkbox"/> |
| <b>Name</b>   |                        | <b>Name</b>              |  |
| <b>Title</b>  |                        | <b>Signature</b>         |  |
| <b>Signature</b>  |                        |                          |  |
| <b>Date</b>   | Click to enter a date. | <b>Date</b>              | Click to enter a date.   |