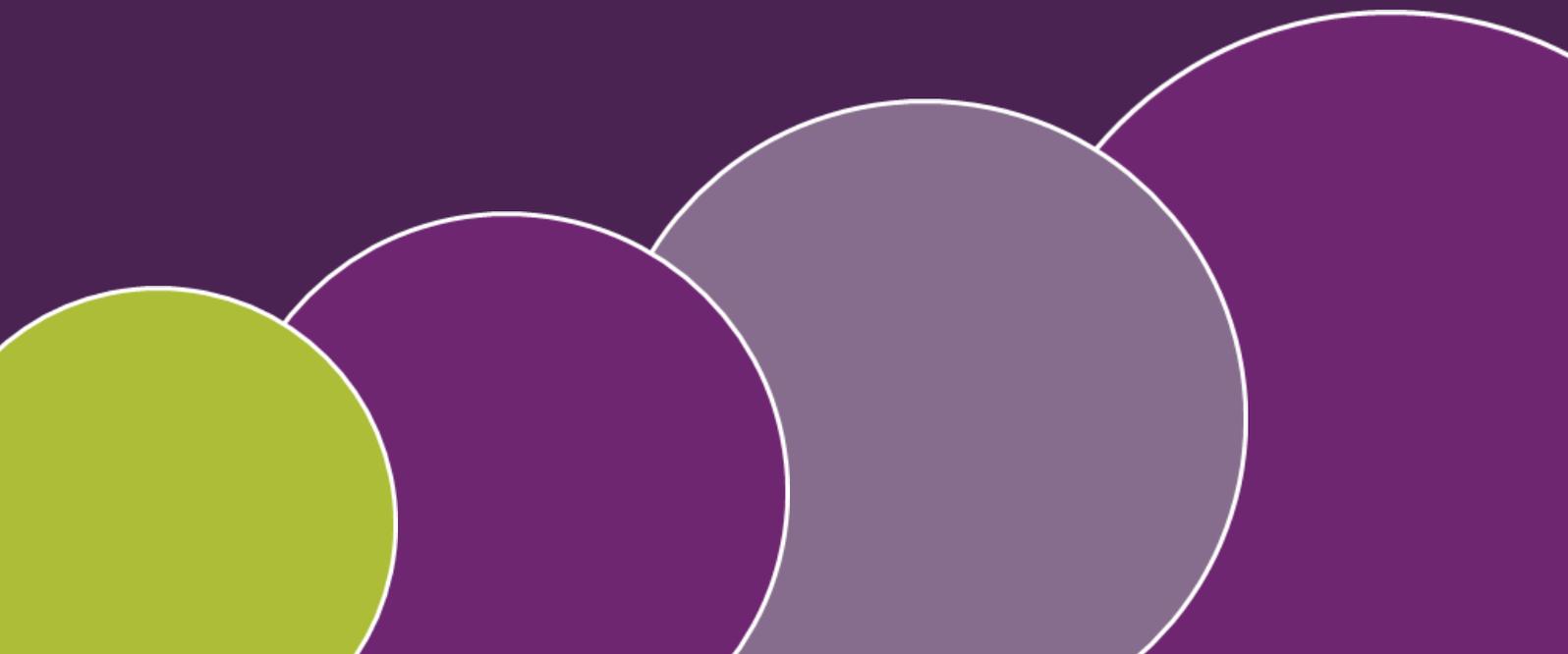




Government of **Western Australia**
Department of **Finance**

Procurement Job Description Templates



Contents

Using this resource	3
Role descriptions	4
Procurement support officer.....	5
Procurement practitioner.....	7
Procurement specialist.....	9
Procurement executive	11

Using this resource



Why has this resource been developed?

The procurement job description templates have been developed as a sector wide resource to drive consistency and assist:

- agencies in the recruitment of procurement professionals;
- in improving staff transferability across agencies; and
- in resolving the fragmentation of procurement practices identified in recent reviews of the WA Public Sector.

How was this resource developed?

The content for each role type is based on the expected competencies outlined in the [Procurement Competency Matrix](#). Information has also been drawn from the [Chief Procurement Officer Success Profile](#) and a range of procurement job description forms (JDFs) across WA and other jurisdictions.

How do I use this resource?

Whilst use of this resource is not mandatory, agencies are strongly encouraged to apply the content directly to their Procurement JDFs. The templates can be used in the creation or reclassification of positions, update of existing JDFs, organisational restructures or as a tool to support performance reviews.

A role summary, work description, and work-related requirements are provided for each role type and should be applicable to all JDFs with minimal amendments required. The content in the purple boxes may not be applicable to all positions, and agencies can add or remove from these as needed depending on role requirements.

What else to consider when developing Procurement JDFs?

This guide largely focuses on the technical procurement elements required at each level. However, agencies are encouraged to consider a range of other factors according to internal guidelines and the Public Sector Commission's [Employment Standard](#). JDFs should also outline:

- Organisational values and context;
- Pre-employment requirements (Visa or residency requirements);
- Screening requirements (Police clearance, identification check); and
- Special equipment / requirements (where appropriate).

Role descriptions



A summary of each role is outlined in the table below. The Public Service Award 1992 (PSA) levels provided are only a guide and agencies should read each work description to identify the role most suitable to their needs.

Role Type	Role Description	PSA Level
Procurement Support	Staff in these roles do not supervise the work of others, and work under the direction of management. They assist in developing contracts for low-value low-risk requirements or purchase straightforward requirements from established contracts. Staff in these roles may be involved with medium-value medium-risk procurement activities under supervision, or in a supporting role and are required to provide advice on straightforward procurement matters.	≤ 3
Procurement Practitioner	Staff in these roles generally do not supervise the work of others, and work under the direction of management. They develop contracts for medium-value medium-risk requirements and may be involved with high-value high-risk procurement activities under supervision, or in a supporting role. Staff in these roles provide advice to various stakeholders on procurement policy, procurement planning, contract formation and contract management activities.	4 - 5
Procurement Specialist	Staff in these roles may supervise the work of others, and work under the direction of senior management. They develop contracts for high-value high-risk requirements and provide specialist advice to senior stakeholders on procurement policy, procurement planning, contract formation and contract management activities, including policy exemptions, contract variations, and renewal and extension strategies.	6 - 7
Procurement Executive	Staff in these roles supervise others, work alongside the agency executive and under the direction of the agency head. They lead the procurement strategy of the agency, including directing a wide range of complex procurement related requirements critical to the agency objectives. Staff in these roles are accountable for the success of the procurement function within the agency and provide advice and recommendations to government, executive and other senior stakeholders on a broad range of complex procurement matters.	≥ 8

Procurement support officer



Role summary

Administers or develops contracts for low-value low-risk requirements or purchase straightforward requirements from established contracts. Staff in these roles may be involved with medium-value medium-risk procurement activities under supervision, or in a supporting role and are required to provide advice on straightforward procurement matters.

Work description

Contract development and/or administration

- Assists in developing low risk contracts.
- Supports or facilitates tender evaluations and prepares tender evaluation reports and other contract or procurement documentation for low-risk contracts.
- Provides a support role to key stakeholders in the procurement process.
- Provides general advice to business areas on appropriate supply mechanisms for general procurement, including defining outcomes, specifications, market research, spending approvals and timeframes.
- Provides advice to clients, contractors and potential suppliers on routine procurement planning, contract development and contract management, including contract renewal and extension strategies.
- Develop, conduct and report on probity and quality assurance.
- Apply existing guidelines to prepare, action and record general correspondence, corporate documentation, briefings, reports and proposals relating to procurement activities.
- Undertakes contract research, analysis and reporting.
- Create, review and update risk and issues assessments and related documentation for low-risk procurements.
- Perform other duties as directed.

Work related requirements

Essential

- Good interpersonal skills, with experience working with and maintaining relationships with a range of stakeholders.
- Good written communication skills, with the ability to interpret information and communicate effectively to a range of stakeholders.
- Good research and analytical skills.
- Demonstrated initiative and sound organisational skills, with the ability to work independently or as part of a team.

Desirable

- Experience in supporting contract development, administration and/or project management activities.
- Experience in using and maintaining a database.
- Knowledge of government procurement policies.

Procurement practitioner



Role summary

Develops contracts for medium-value, medium-risk requirements and may be involved with high-value, high-risk procurement activities under supervision, or in a supporting role. Staff in these roles provide advice to various stakeholders on procurement policy, procurement planning, contract formation and/or contract management activities.

Work description

Contract development and/or management

- Develops low and medium risk contracts, including preparing business cases, procurement plans, tender documents, and undertakes evaluation, contract formation and contract management.
- Participates in planning for the redevelopment of existing contracts, contributing to the scoping of new projects and consideration of innovative procurement options.
- Provides advice on the evaluation of contractor performance and prepares performance reports.
- Understands and facilitates the assessment of the procurement risk.
- Undertakes contractor due diligence.
- Initiates, develops and contributes to operational policies and procedures, including the provision of procurement policy advice.
- Ensures compliance with government and agency policy and processes.
- Provides advice to clients, contractors and potential suppliers on contract development and management issues.
- Supports education and awareness raising on the procurement process.
- Identifies, develops and implements continuous improvement strategies impacting on the efficient and effective delivery of services.
- Uses procurement systems to maintain accurate procurement records.
- Undertakes market research and applies findings to manage and inform procurement decisions.
- Prepares for and facilitates straightforward contract negotiations.
- Interprets contract law requirements in procurement and understands the appropriateness of different terms and conditions.

Other – Past Experience

- Have demonstrated ability to work collaboratively and inclusively to build effective relationships and contribute towards a positive team environment.
- Assist and support your manager to develop and implement practices that deliver customer centric services required in a changing environment.
- Provide a mentoring role as required.
- Participate in and embrace coaching, feedback and capability building, and take initiative in personal growth and development.
- Perform other duties as directed.

Work related requirements

Essential

- Experience in contract development and/or management OR relevant project management experience.
- Demonstrated effective written communication skills, with the ability to communicate procurement issues to stakeholders, as well as prepare procurement and technical documents.
- Have well developed research, analytical and problem-solving skills.
- Well-developed verbal and interpersonal communication skills, with the ability to liaise, consult and negotiate with stakeholders.
- Work collaboratively to achieve common goals, best practice, and contribute to continuous business improvement and innovation.
- Sound organisational skills with the ability to manage diverse workload and mitigate risks to achieve quality outcomes that address individual customer/business requirements.

Desirable

- Knowledge of government procurement policies, issues, and strategic directions.
- Possession of or progress towards a relevant tertiary qualification.

Procurement specialist



Role summary

Develops contracts for high-value high-risk requirements and provide specialist advice to senior stakeholders on procurement policy, procurement planning, contract formation and contract management activities. Advises on policy exemptions, contract variations, and renewal and extension strategies. Consults across senior levels of government agencies, industry, and the community, and maintains positive and effective stakeholder relationships.

Work description

Contract development and/or management

- Develops complex and high-risk contracts, including preparing procurement plans, tender documents, and undertaking evaluation, contract formation and contract management.
- Conducts planning for the redevelopment of existing contracts, scoping of new projects and explores innovative procurement solutions to solve complex contractual issues.
- Advises on government procurement and contract management policies to drive value for money outcomes.
- Provides specialist advice on complex contract development and management issues.
- Develops key performance indicators appropriate to the contract requirements.
- Ensures compliance and the appropriate use of technology and records management.
- Develops and maintains professional relationships between clients, suppliers, and stakeholders.
- Implements a methodical risk management approach that identifies issues and mitigates against potential risk.
- Leads market research to gain a deep insight of the supply chain, risks, buyer behaviours and other issues (e.g. legislation, policies) that impact contracts.
- Complies with and advises on government and agency disposal procedures.
- Interprets contract law requirements in procurement and understands the appropriateness of different terms and conditions.

Leadership and Management

- Monitors and ensures compliance with government, agency and public sector policy and processes and facilitates education and awareness raising where appropriate.
- Establish clear plans and timeframes to ensure resources are used efficiently and effectively, build teams with capability to deliver results.
- Assists with the overall management/leadership of the function, which may include managing teams.
- Provide ongoing coaching, positive reinforcement and constructive feedback, capability building and management and develops and mentor new staff.
- Leverages team strengths and delegates tasks accordingly

Other – Past Experience

- Demonstrated extensive experience in complex, high-risk contract development and/or management.
- Demonstrated expert support and advice on procurement and contract management for goods, services and works contracts, defining and facilitating better practices.
- Performs other duties as directed.

Work related requirements

Essential

- Experience in leading a workgroup to achieve targeted outcomes.
- Considerable experience in high-risk contract development and/or management OR relevant project management experience.
- Demonstrated commercial acumen and experience in negotiation, with the ability to engage effectively and manage relationships with stakeholders.
- Demonstrated written and verbal communications that are clear and appropriate, with the ability to prepare complex procurement and technical documents.
- Demonstrated research, analytical and conceptual skills to optimise business outcomes and solve complex problems.

Desirable

- Extensive knowledge of government procurement policies, issues, and strategic directions.
- Possession of a relevant tertiary qualification.



Role summary

Undertakes a high-level leadership role in agency procurement activities. Provides specialist advice and oversees the development of complex, high-risk contracts. Leads the development and implementation of innovative procurement strategies to achieve agency objectives and strategic vision.

Work description

Leadership and management

- High-level leadership role that contributes to the ongoing leadership of the procurement function.
- Provides professional procurement and project leadership and advice for complex, high-risk strategic procurement, business projects and contract management issues.
- Consults and maintains positive and effective relationships with key stakeholders, including resolution of complex contractual disputes.
- Contributes to the strategic and business planning processes of the agency and manages procurement resources and functions.
- Develop and implement practices that deliver customer centric services required in an ever-changing environment.
- As a member of the senior management team, has shared responsibility for the directions of the agency and is accountable for the delivery of team outcomes.
- Monitor and ensure compliance with government, agency and public sector policy and processes and facilitates education and awareness raising where appropriate for internal stakeholders.
- Establish clear plans and timeframes, build teams with capability to deliver results, and monitor progress to identify risks which may impact on outcomes or individual client/ business requirements.
- Provide leadership which includes providing ongoing coaching, positive reinforcement and constructive feedback, capability building and management.
- Ensure resources are used efficiently and effectively.

Contract development and management expertise

- Oversees the development of complex, high-risk contracts for goods and services, works, information and communications technology and community services to ensure project outcomes and delivery is achieved.
- Leads the development of procurement policies, standards, process improvements and guidelines.

- Leads the development, implementation, and ongoing management of procurement and contract management initiatives.
- Monitors contract performance and outcomes, informing senior executive or government on risks that may result in political or public interest.
- Analyses and identifies trends in contract and industry data to inform strategic business decisions.
- Applies innovative thinking and problem-solving to solve complex procurement and contracting issues.
- Provides specialist advice within the agency and to senior stakeholders on complex policy, procurement and contracting issues.
- Ensures outcomes of procurement and contract management activities are aligned to wider government objectives.

Other – Past Experience

- Demonstrated leadership ability to work collaboratively, harness the contribution of others by encouraging and motivating people.
- Demonstrated strategic leadership skills to inspire and influence, leverage expertise and resources to achieve quality outcomes.
- Performs other duties as directed.

Work related requirements

Essential

- Extensive leadership skills and experience, including a proven ability to effectively manage teams to achieve targeted outcomes.
- Experience in complex, high risk contract development and/or management OR relevant project management experience.
- Extensive knowledge of government procurement policies, issues, and strategic directions.
- Demonstrated extensive conceptual, analytical, and strategic problem-solving skills with the ability to lead the development and management of strategy.
- Demonstrated high-level written and verbal communications and experience in negotiation, with the ability to effectively communicate at the most senior levels in the private and public sectors.

Desirable

- Possession of a relevant tertiary qualification.
- Possession of a relevant post graduate qualification.

Enquiries

For general enquiries on how to use this guide, please contact:

Department of Finance
Optima Centre, 16 Parkland Road, OSBORNE PARK WA 6017
Email: ProcurementAdvice@finance.wa.gov.au
Website: wa.gov.au

For enquiries about agency specific procurement requirements, please contact your Department of Finance [client representative](#).

Disclaimer

The Western Australian Government is committed to quality service to its customers and makes every attempt to ensure accuracy, currency and reliability of the information contained in this publication. However, changes in circumstances over time may impact on the veracity of this information.

Accessibility

Copies of this document are available in alternative formats upon request.