



Procurement Officer

Position Number:	100021	Portfolio:	Strategy and Performance
Classification:	Level 5	Reports to:	Manager Procurement Services, Level 7
Location:	Joondalup	Direct Reports:	Nil

Operational Context

The Procurement Officer is responsible for implementing the delivery of procurement and contract management services to support the department's business operations and activities.

This involves undertaking procurement and contract processes, facilitating tender evaluations, providing advice on procurement and contract matters, and stakeholder engagement.

Responsibilities

- Implementing and maintaining the quality of standards, policies, procedures and guidelines pertaining to procurement to ensure alignment with Government policy and legislative requirements.
- Providing advice to internal stakeholders on procurement planning, contract development, contract renewal and extension strategies, including identification and mitigation of risks in associated processes.
- Undertaking procurement processes in consultation with stakeholders, including the development of technical and contract documents, to ensure sound contract outcomes are achieved in compliance with government and internal policies.
- Assisting with the development and management of moderate to high complexity contracts.
- Maintaining the department's Contract registers and ensuring the currency of all existing contracts.
- Supporting the team leader in the delivery of all procurement services.
- Facilitating tender evaluations and preparing tender evaluation reports and contract documentation.
- Conducting research and recommending improvements to procedures related to procurement and contracting.
- Undertaking evaluations and quality audits, ensuring the principles of probity, confidentiality, fairness and value for money and accountability are applied in the tendering and awarding of contracts.
- Assisting in the provision of suitable training and guidance to departmental officers on procurement, contract management and purchasing.
- Assisting with stakeholder consultation on legal, risk and technical matters, as appropriate to address and resolve procurement and contract management issues.
- Operating and maintaining the Contract Management Module (CMM) system, administration of purchasing and contract data information for analysis, planning, support and audit purposes.
- Undertaking contract analysis and expenditure reports.



- Developing and maintaining sound working relationships with suppliers based on trust, commitment and communication while maintaining awareness of integrity imperatives and obligations when dealing with suppliers.
- Developing collaborative working relationships with internal stakeholders and operating as an effective team member.
- Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Demonstrates leadership behaviours and upholds our values in all actions.
- Applies curiosity and performs other duties as required.

Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#) - Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

We serve to make a difference | We build trust | We care | Open minds | Better Together

Requirements - Consider the following requirements in relation to the role description and responsibilities outlined above.

Essential

1. You have demonstrated experience in delivering procurement and contract management services, ensuring alignment with organisational needs through effective sourcing strategies, supplier engagement, and contract execution (*you deliver with purpose*).
2. You have the ability to analyse, research and resolve procurement and contract management matters, using critical thinking to assess risks, interpret data and implement compliant, value-driven solutions (*you think through complexity*).
3. You have strong written and verbal communication skills, with demonstrated ability to prepare and present procurement and technical documentation, supporting clear, accurate reporting and informed stakeholder decisions (*you communicate and influence effectively*).
4. You have well-developed interpersonal and negotiation skills, which you apply to build, maintain and strengthen stakeholder relationships across government and industry sectors, ensuring collaborative procurement outcomes (*you build trust and collaborate*).
5. You have demonstrated commitment to working as part of a team, contributing positively to a supportive, high-performing work environment and actively sharing knowledge and expertise (*you grow self and others*).
6. You have sound knowledge of the WA Procurement Act 2020, WA Procurement Rules and relevant government procurement policies and procedures, which you apply to ensure transparent, compliant and accountable procurement practices (*you act with integrity and purpose*).

**Desirable**

7. You have advanced user proficiency in Microsoft Office applications, enabling you to create, manage and present procurement documentation efficiently and to a high standard (*you deliver with purpose*).
8. You have knowledge and experience in using financial management systems, preferably Technology One, to support procurement, reporting, and contract financial administration (*you lead adaptively*).

Other Requirements

- The department will conduct a national police check before offering employment.