



## Senior Procurement Officer

Position Number:	100117	Portfolio:	Strategy and Performance
Classification:	Level 6	Reports to:	Manager Procurement Services, Level 7
Location:	Joondalup	Direct Reports:	Nil

## Operational Context

The Senior Procurement Officer oversees procurement and contract management services to support the department's operations, including advising clients and developing contracts for goods, services (including ICT), and capital works.

The role also contributes to procurement reporting, planning, and policy development, supporting the Manager Procurement Services in delivering key business activities.

## Responsibilities

- Contributing to the development, implementation and maintenance of effective governance by ensuring quality standards, policies, procedures and guidelines pertaining to procurement are aligned with Government policy and legislative requirements.
- Supporting the development of business cases, procurement policies, templates, documents, standards, process improvements and guidelines for procurement and contract management.
- Providing specialist advice to management, clients, contractors and suppliers on procurement planning, contract development for goods and services as well as capital works, contract renewal and extension strategies.
- Overseeing procurement and contract management services, including auditing, reviewing and analysing processes for the Department, to ensure probity and accountability in the tendering and awarding of contracts.
- Proactively identifying new contract opportunities in consultation with senior internal stakeholders and decision makers.
- Ensuring that all stakeholders are trained and supported to understanding the requirements of government procurement and contract management processes.
- Providing specialist input to the preparation of reports, correspondence, briefing papers and speech notes as required.
- Providing specialist advice to the relevant working groups, committees and boards.
- Consulting with internal and external stakeholders on legal issues, risk mitigation 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.
- Contributing to business improvement, reforms or best practice reviews where necessary.
- 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

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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

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

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### Essential

1. You have considerable knowledge and experience in procurement and contract management, which you apply to manage end-to-end procurement processes—drafting tenders, evaluating bids, and negotiating contracts—to deliver value-for-money outcomes while maintaining compliance with policy and legislative frameworks (you deliver with purpose).
2. You have sound knowledge of the Procurement Act 2020 and WA Procurement Rules, which you apply to guide procurement practices that are transparent, accountable, and aligned with whole-of-government objectives (you act with integrity and purpose).
3. You have well-developed communication skills and have demonstrated the ability to prepare and present detailed procurement and contracting documentation, including policies, technical reports, and plans, to support informed decision-making and ensure procurement clarity across stakeholders (you communicate and influence effectively).
4. You have strong interpersonal and negotiation skills, with a proven ability to build, maintain and nurture stakeholder relationships across public and private sectors, which you apply when managing supplier performance, collaborating on joint procurement efforts, or resolving contract disputes (you build trust and collaborate).
5. You have well-developed analytical, research and conceptual skills, which you use to assess complex procurement risks, evaluate data, and develop practical solutions that improve procurement outcomes and align with strategic priorities (you think through complexity).
6. You have strong organisational skills and demonstrated ability to manage changing priorities and meet deadlines, which you apply when leading concurrent procurement activities in dynamic environments, adapting to shifting demands while maintaining quality and compliance (you lead adaptively).

### Desirable

7. You have completed or are progressing towards a relevant tertiary qualification, supporting your ongoing development of procurement capability and professional growth within the public sector (you grow self and others).

## Other Requirements

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