

Senior Procurement Officer

Department for Child Protection

OFFICIAL

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	ASO6	DIRECTORATE:	Finance, Procurement and Contracts
REPORTS TO:	Manager, Procurement and Contracting	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Senior Procurement Officer is a role within the Department for Child Protection (DCP) and is accountable to the Manager, Procurement and Contracting for managing contract renewal, replacement or renegotiation processes, including the delivery of timely and cost effective tender and renewal processes, contract and procurement negotiations, and leading the management and review of contractor performance against KPI's, including negotiating resolutions for the address of performance issues. The position also contributes to the development, implementation and review of strategic contract and procurement strategies, policies, systems and processes, supports the identification and mitigation of procurement and contract risks, and contributes to the delivery of high level professional advice, education and consultancy services, to senior management and staff across the DCP, in relation to complex major procurement and contracting matters, projects and issues.

YOU WILL BE ADDING VALUE BY:

1. Manage pre-qualification panels and contract renewal, replacement, or renegotiation processes, including liaising with relevant agency staff to identify or verify new or existing requirements, or relevant issues and preparing complex tender documents.
2. Manage the delivery of timely and cost-effective tender evaluation and renewal processes to meet agency business needs, including liaising with relevant stakeholders on the progress of renewals, managing contract negotiations, and ensuring that all finalised renewals or tenders are appropriately documented.
3. Oversee and coordinate the preparation and monitoring of contract variations to meet changing service requirements, including monitoring the consistency and compliance of changes with contract terms and conditions.
4. Lead and manage contract dispute resolution processes and negotiate outcomes that address contract performance issues and meet Department and Government requirements.
5. Manage the secure maintenance and regular auditing of electronic and hard copies of all contracts, including overseeing and ensuring that variations, service failures and other items are recorded and updated, as required.
6. Contribute to the development, implementation and review of contract and procurement strategies, policies, systems and processes, and identify and mitigate procurement and contract risks.
7. Manage all reporting processes associated with the renewal or tendering of assigned contracts, including identifying and reporting on service failures or issues, and providing contract related information and documentation to contractors and vendors to meet contract requirements and obligations.
8. Lead and facilitate complex negotiations with service providers, and other relevant stakeholders to influence and ensure maximised value for money and service provision on contracts.
9. Contribute to the delivery of a range of high-level professional advice, education and consultancy services, to senior management and staff across the DCP, in relation to complex major procurement and contracting matters, projects and issues.
10. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.



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11. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:
Internal

- Manager, Procurement and Contracting
- Procurement and Contracting staff
- Chief Procurement Officer
- Chief Financial Officer
- DCP managers and staff

External

- State government and contracting stakeholders

QUALIFICATIONS**Essential:** Nil**Desirable:** Relevant tertiary qualification.

YOUR CAPABILITIES:

- Significant experience in the end-to-end management of procurement processes, developing procurement documentation for major contracts, which incorporate acquisition planning, market approach, evaluation, contract preparation negotiation and execution phases, and contribution to the development of strategies, policies and standards for procurement, contract management, and risk mitigation.
- Proven high level communication and negotiation skills including experience in managing multiple external service provider and contract dispute resolution processes.
- Proven ability to provide expert advice regarding procurement activities and prepare and present clear and concise information, reports and recommendations appropriate to the purpose and audience.
- Demonstrated ability to work under broad direction and collaboratively as part of a team, and to analyse and resolve complex problems, identify priorities, make informed decisions, deliver agreed outputs on time and within budget, and balance commercial and ethical requirements to meet business needs.
- Ability to apply advanced planning/organisational skills and complex decision-making skills
- Comprehensive knowledge of contract law and relevant public sector procurement policies, procedures and strategies associated with government operations.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.



OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, Procurement and Contracting.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out-of-hours work may be required.
- Some intra/interstate travel (including in small aircraft) including overnight stay may be required.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT



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