

Department for Child Protection

ROLE TITLE:	Procurement Officer	DIRECTORATE:	Finance and Corporate Services
CLASSIFICATION:	ASO5	BUSINESS UNIT:	Procurement and Contracting
POSITION NO:	P12071	FTE:	1.0
DATE REVIEWED:	October 2020		
REPORTS TO:	Manager Procurement and Contracting	ROLES REPORTING TO THIS ROLE: 1.0	
ROLE PURPOSE: The Procurement Officer is a role within the Department for Child Protection (DCP) and accountable to the Manager, Procurement and Contracting for the provision of procurement and vendor management services and projects across DCP. They are required to provide procurement advice and consultancy services to facilitate information and data sharing, and ensure the continual delivery of quality services and products across the agency. The Procurement Officer develops and monitors procurement management plans that are aligned with DCP strategies and business cases, delivers expert advice to guide and support agency procurement processes. They facilitate procurement decision making, and coordinate contract reviews, audits and risk assessments to ensure supplier and contractor compliance with agency and whole of government policies, procedures and processes, and relevant State and Federal legislation and standards.			
KEY OUTCOMES: <div><div><div>1. Providing procurement coordination services and projects, including the delivery of procurement and vendor management functions that support DCP business goals and objectives.</div><div>2. Delivering expert advice to guide and support agency procurement processes and to facilitate procurement decision making, including ensuring compliance with policies and the address of commercial, legal and financial risks.</div><div>3. Coordinating and undertaking vendor performance reviews, audits and risk assessments.</div><div>4. Reporting on supplier and contractor compliance with agency and whole of government policies, procedures and contracts, including relevant State and Federal legislation and standards.</div><div>5. Managing and undertaking quality assurance processes for across agency procurement and services, including identifying and addressing operational, process and financial issues.</div><div>6. Coordinating the accurate and timely management of procurement related records, correspondence and documentation and the maintenance of associated systems and databases.</div></div><div><div>7. Developing and maintaining appropriate working relationships with vendors, services providers and contractors to facilitate information and data sharing and ensure the continual delivery of quality services and products across the agency.</div><div>8. Contributing the development and implementation of procurement management and acquisition plans as well as strategies, business cases and policies to guide that meet agency procurement requirements.</div><div>9. Contributing to the division’s strategic planning and management processes which ensures a responsive and innovative approach to meeting the DCP program and project goals and objectives.</div><div>10. 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.</div></div></div>			
KEY RELATIONSHIPS/INTERACTIONS: <ul style="list-style-type: none">• Manager, Procurement and Contracting (line manager)• Chief Finance Officer• DCP managers and staff• Procurement and Contracting staff• Graduate Procurement Officer• State government and procurement stakeholders.		QUALIFICATIONS: Essential: Nil Desirable: relevant tertiary qualifications	

KEY SELECTION CRITERIA:

- Significant experience in coordinating or supporting procurement and contract functions and projects, including acquisition planning, document development, development and interpretation of contract conditions, vendor management, and the conduct of research and analysis.
- Knowledge of government procurement frameworks, policy and legislation including State Procurement Board policies and guidelines, and an in-depth and current understanding of acquisition planning practices, tender evaluation processes, contract management practices, contract dispute resolution processes, and contract law.
- Well-developed capacity to apply project, information and records management methods and practices, and to think strategically, conceptually and creatively and analyse and resolve business problems, at both strategic and operational level.
- Sound interpersonal and written and verbal communication skills to maintain effective working relationships with stakeholders, prepare clear and concise documents and correspondence, consult, liaise, influence and negotiate with a broad range of people and manage conflict with tact and diplomacy.
- Demonstrated ability to work under limited direction, and collaboratively as part of a team, exercising judgment in the planning, scheduling and prioritising of work activities in an environment of competing priorities, in order to achieve objectives within required timeframes.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment.

CORE CAPABILITIES & EXPECTED BEHAVIOURS**Implements Change**

- Prepares for change
- Implements and monitors change
- Works with ambiguity in the workplace
- Has an appreciation of systems thinking

Addresses Client Needs

- Assists clients to articulate needs
- Satisfies client needs
- Exercises judgment to resolve client service issues
- Responds to enquiries
- Receives and gives directions
- Participates in meetings
- Makes presentations within the workgroup

Works Effectively in the Organisation

- Applies information relating to the machinery of government
- Applies knowledge of organisational functions
- Applies knowledge of protocols

Gives and Receives Workplace Feedback

- Seeks and acts on workplace feedback
- Provides informal feedback in the workplace
- Provides formal feedback in the workplace
- Participates in learning to update knowledge and practice, targeted to professional needs and/or system priorities

Maintains and Enhances Confidence in SA Public Education and Care

- Applies ethical standards
- Deals with ethical problems
- Understands the implications of and complies with relevant legislative, administrative, organisational and professional requirements, policies and processes

PUBLIC SECTOR VALUES✓ **Service:**

We proudly serve the community and Government of South Australia

✓ **Professionalism:**

We strive for excellence

✓ **Trust:**

We have confidence in the ability of others

✓ **Respect:**

We value every individual

✓ **Collaboration & Engagement:**

We create solutions together

✓ **Honesty & Integrity:**

We act truthfully, consistently and fairly

✓ **Courage & Tenacity:**

We never give up

✓ **Sustainability:**

We work to get the best results for the current and future generations of South Australians

CORPORATE 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.



Department for Child Protection

Builds and Maintains Internal and External Networks

- Identifies key internal stakeholders
- Builds internal links with key internal stakeholders
- Participates in professional and community networks and forums to broaden and improve practice

Contributes to Workgroup Activities

- Establishes workgroup parameters
- Participates in the workgroup
- Assists workgroup members
- Recognises and values individual differences
- Works effectively with diverse clients and colleagues
- Keeps up-to-date and seeks continuous improvement in the professional discipline

- 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

- The successful applicant is required to gain a Department of Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager Procurement and Contracting.
- Some out of hours work may be required.
- Some intra/interstate travel (including in small aircraft) may be required.
- Hold a current Australian drivers licence and a willingness to drive is desirable.
- May be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- The incumbent will be required to undertake Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).

Approved date: 5 November 2020

