Strategic Procurement Officer

Department for Child Protection

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

CLASSIFICATION:	**ASO7**	**DIRECTORATE:**	**Finance and Corporate Services**
REPORTS TO:	**Manager, Procurement and Contracting**	**FTE:**	**1.0**
ROLES REPORTING TO THIS ROLE:	**Nil**		

ABOUT THIS ROLE:

The Strategic Procurement Officer is a role within the Department for Child Protection (DCP) and is accountable to the Manager, Procurement and Contracting for leading contract and procurement development and reform programs, projects and strategies that drive the achievement of high quality and best practice contracting and procurement operations and service delivery across DCP. The role will be leading the development of innovative policies, systems and processes, and managing significant stakeholder engagement processes incorporating the provision of high-level specialist advice, consultation and guidance, which impacts service wide operations.

YOU WILL BE ADDING VALUE BY:

1. Initiating, planning and delivering significant strategic, end-to-end procurement programs, projects, and services that influence and guide agency policy, operations and service delivery.
2. Providing strategic leadership and expertise for the development, implementation, improvement and review of DCP's procurement and contract formation and reform processes.
3. Developing, implementing and reviewing strategic contract and procurement strategies, policies, systems and processes, including providing expertise and advice on procurement matters.
4. Initiating and managing the identification, development and implementation of strategies, initiatives and technologies that influence and support the creation of strategic value-for-money opportunities, and the continual improvement of DCP contract management processes.
5. Delivering professional advice, education and consultancy services, to senior management and staff across DCP, in relation to complex major procurement and contracting matters, projects and issues.
6. Providing expert advice to senior management and external stakeholders regarding complex contracting issues and current developments in procurement policies and systems and their potential implications to DCP policies and strategic plans.
7. Leading, managing and developing appropriate conditions of contract, terms of engagement and related procedures, and utilising the Division's expertise to influence agency and government contract outcomes.
8. Conducting high level research and analysis of complex, sensitive and strategic contracting and procurement issues and policies, providing high level reports and recommendations to influence the improvement and delivery of consistently high-quality contract and procurement operations and services.
9. Coordinating implementation processes for sensitive, innovative and complex strategies that impact on service wide operations.
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.
11. Contribute to maintaining a safe and heathy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

Internal

- Chief Procurement Officer
- Manager - Procurement & Contracting
- Chief Finance Officer
- Procurement and Contracting staff
- DCP managers and staff

External

- State government and contracting stakeholders

QUALIFICATIONS

Essential: Nil

Desirable: Relevant tertiary qualifications

YOUR CAPABILITIES:

- Significant experience in, and detailed knowledge of, the end-to-end management of strategic, complex government procurement and contract management, including the application of key related principles, practices and policies across acquisition planning, market approach, response evaluation, contract preparation, and execution and management phases of a procurement process.
- Proven ability to build credibility and rapport with senior stakeholders, both internal and external to the organisation, in such a way as to develop trust and cooperation. including the ability to design and execute stakeholder communication so that expectations are effectively managed.
- Proven ability to effectively consult, liaise, negotiate and manage conflict, with sensitivity and diplomacy at all levels, including the ability to prepare responsive written reports and discussion papers.
- Proven ability to work independently and exercise exceptional interpersonal and organisational skills under broad agency direction, and to plan activities and set priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations.
- Proven ability to conduct detailed and complex research, identify and analyse critical issues, and exercise sound judgment, develop and implement practical solutions and accept responsibility for decisions.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES	SPECIAL CONDITIONS
• 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.*	• 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.

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