

Procurement Officer

Department for Child Protection

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

CLASSIFICATION:	ASO5	DIRECTORATE:	Finance and Corporate Services
REPORTS TO:	Manager, Procurement and Contracting	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	1.0		

ABOUT THIS ROLE:

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.

YOU WILL BE ADDING VALUE BY:

1. Providing procurement coordination services and projects, including the delivery of procurement and vendor management functions that support DCP business goals and objectives.
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.
3. Coordinating and undertaking vendor performance reviews, audits and risk assessments.
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.
5. Managing and undertaking quality assurance processes for across agency procurement and services, including identifying and addressing operational, process and financial issues.
6. Coordinating the accurate and timely management of procurement related records, correspondence and documentation and the maintenance of associated systems and databases.
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.
8. Contributing to 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.
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.
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.



WHO YOU WILL WORK WITH:

Internal

- Manager, Procurement and Contracting (line manager)
- Chief Finance Officer
- DCP managers and staff
- Procurement and Contracting staff
- Graduate Procurement Officer

External

- State government and procurement stakeholders.

QUALIFICATIONS

Essential:

- Nil

Desirable:

- Relevant tertiary qualifications

YOUR CAPABILITIES:

- 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.



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.



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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