



Government
of South Australia

Department for Infrastructure
and Transport

Procurement Officer (ASO5)

Role statement

Organisational alignment

Division: Commercial and Contract Management
Directorate: Procurement Services
Section: Procurement

Reporting relationships

Reports to: Team Leader, Construction Procurement
Direct reports: Nil FTE

Role overview

This role forms part of the Procurement Services Directorate which is responsible for providing end-to-end procurement services, including strategic oversight and direction, to enable the successful delivery of the Department's transport infrastructure projects.

The Procurement Officer will manage the end-to-end construction procurement process for medium risk contracts in line with Department and State Government procurement policies and procedures, support strategies that aim to deliver value for money and collaboratively engage with stakeholders to deliver procurement outcomes and advise on construction procurement matters.

This role requires to operate with independence and the determination of priorities, work standards.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Plans, implements and coordinates procurement activities and services that facilitate the compliant procurement of construction contracts across the Department.
- Coordinates resources and effectively manages stakeholder expectations and requirements throughout the procurement process to deliver procurement outcomes and agreed objectives.
- Resolves procurement issues with innovative solutions that are consistent with Department objectives, including developing and selecting new techniques and methodologies in compliance with procurement principles and agency policy.
- Provides high level analysis, research, information and expert advice that assists in the development of agency procurement programs, projects, systems, policies and services.
- Undertakes consultation and negotiation processes on matters of significance with stakeholders, vendors, contractors, suppliers, and across government agencies.
- Coordinates procurement processes and prepares reports and recommendations on purchasing matters of some complexity and sensitivity.
- Delivers a high standard of customer service for internal and external clients, with emphasis on quality management and risk mitigation and management.
- Contributes to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Any qualification in procurement, engineering or construction management will be highly regarded

Technical capabilities

- Nil.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Demonstrates accountability for managing the timely delivery of construction procurement programs and projects while maximising the utilisation of resources.
- Demonstrates strong attention to detail and ability to develop well-structure, concise procurement documentation that considers value for money, risk mitigation and project outcomes.
- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with staff and stakeholders. Collaborates intra-departmentally to seek and provide informed advice on complex issues to mitigate the Department's risk.
- Contemporary knowledge of construction procurement and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of related government programs and policies.
- High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Procurement Services

People, Culture and Capability Use Only	KNet ID: 21579922	ANZSCO code: 5911	Position number: P34628 M38295
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