

Team Leader Procurement (Goods/Services & IT) (ASO8)



Government
of South Australia
Department for Infrastructure
and Transport

Role statement

Organisational alignment	Division:	People and Corporate Services
	Directorate:	Financial and Procurement Services
	Section:	Goods & Services Procurement
Reporting relationships	Reports to:	Manager, Goods & Services Procurement
	Direct reports:	Multiple FTEs

Role overview

Accountable to the Manager, Goods and Services Procurement, the Team Leader Procurement will lead a team responsible for the procurement of both high risk, complexity, opportunity (HRCO) and non-HRCO type procurements for goods and services for the Department. The role will be responsible for supporting IT procurements that require specialised IT knowledge.

The Team Leader Procurement (Goods/Services and IT) will develop the procurement capability within the team and will develop and implement procurement strategy initiatives and continuous improvement activities. This team will be responsible for supporting IT procurements which require specialised IT knowledge.

The role will also partner with departmental business units and will work collaboratively with both internal and external stakeholders, to better understand needs in order to proactively manage procurements and add value.

The Team Leader Procurement will lead industry engagement on behalf of the department for goods and services.

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

- Plan and undertake goods and services procurements (not goods and services associated construction for Transport Project Delivery) for the entire department including high risk, complexity, opportunity (HRCO) and non-HRCO type procurements.
- Lead industry engagement on behalf of the department for goods and services through effective internal and external stakeholder engagement.
- Determine, lead and manage a range of procurement programs, projects, and services that are consistent with agency strategic objectives through effective delivery of Goods and Services Procurement projects.
- Develop a high performing team by supporting individual and team goals to enable the delivery of agency objectives through effective and proactive leadership in line with departmental values and behaviours.
- Support the development of policies and procedures that enable the agency to meet future challenges and enable the delivery of strategic objectives by providing expertise and advice on procurement matters.
- Lead the procurement function in the acquisition of systems and services affecting key and core elements of the agency's operations through the facilitation of the procurement governance process.
- Contributing to a high standard of customer service for internal and external stakeholders and build positive relationships through effective and timely communication, by demonstrating confidence and sound judgement by providing accurate and timely expert advice.
- Contribute 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

- This role is classified as a position of trust and will be subjected to a satisfactory criminal history record check in line with departmental policies and procedures;
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Tertiary Qualification in a relevant discipline and/or Chartered Institute of Purchasing & Supply (MCIPS) will be well 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 3: Senior leader

Stream 3 roles would typically consist of team and senior leaders, senior team members and those with technical specialty (indicative classifications include ASO7-8, LE5, PO4-6, MAS3).

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.

- High level experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- Delivers customer focused and strategically aligned services and practices, articulating complex concepts through timely and concise verbal and written communications and engaging with stakeholders to successfully negotiate sensitive matters.
- Highly developed knowledge of, and experience in advising on, the issues, risks, trends and directions associated with the unit's programs, paying heed to social, economic and commercial considerations.
- Highly developed interpersonal and communication skills that demonstrate commitment to customers, advanced writing ability in delivering clear and concise advice appropriate to the audience and successful negotiations and conflict resolution outcomes.
- Proven ability to work under broad directions in determining goals and priorities, measuring and improving performance outcomes and strategically planning multifaceted activities.
- Highly developed analytical and problem-solving skills, including expertise in advising on and developing specialist and innovative solutions, processes and/or discipline related policies.
- Demonstrates cultural sensitivity through the recognition of barriers to Aboriginal and Torres Strait Islander people. Shows and promotes respect for diverse backgrounds, experience and perspectives. Invites and encourages diversity of thought.
- Models leadership and commitment to safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Financial and Procurement Services

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